West Georgia College Student Handbook

The Uncatalog

Knowledge for College 1993-1994

WEST GEORGIA COLLEGE

The McIntosh Memorial, a granite block resembling narrow doorsteps, is the official logo of West Georgia College. The memorial came to the campus from the McIntosh Reserve located south of Carrollton. Chief William McIntosh had a large granite stone hewn into steps for his visitors to mount their horses when visiting his home and guest house.

McIntosh was chief of the Creek Indian nation in the early 1800s and rose to the rank of brigadier general in the American army under his friend General Andrew Jackson. The nearly 200-year-old granite rock from which West Georgia College's logo was designed has been on the campus since 1916 when it was moved from the McIntosh reserve and used as the cornerstone in a girls' dormitory. It now rests in a park located on Front Campus Drive.

West Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor's, master's, and education specialist's degrees.

Published by the
Office of the Vice President for
Student Services, July 1993
West Georgia College
Carrollton, Georgia 30118

A Unit of the University System of Georgia
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

The Uncatalog

The contents of this student handbook are current as of the date of publication. Policies, regulations, programs and costs do change however, and any revisions of such will supersede the contents of this book and will be broadly published to the college community.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergency from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to insure accuracy of the material stated herein, the College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs, and Deans of Schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

West Georgia College is in compliance with Title VI of The Civil Rights Act of 1964 and all other applicable federal and state regulations. This means that we don't discriminate on the basis of race, color, creed, national origin, religion, sex, age, handicap, or status as a veteran.

1993-94 Student Guide to West Georgia College

Welcome

Dear West Georgia College Students:

We hope that, whether you are a new or continuing student, you will find this student handbook to be useful. The information about policies, procedures, services and activities is intended to ease your transition into WGC, if you are a new student, and to assist all students in becoming more involved in campus life. Your classroom experience and your extracurricular participation both are essential to your success as a student at West Georgia College.

Sincerely,

Bruce W. Lyon
Acting President

Dear West Georgia College Students:

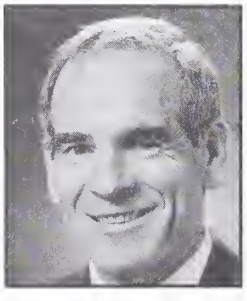
On behalf of the Student Government Association and the student body of West Georgia College, I would like to welcome you to the finest four-year institution of higher education in Georgia. At no other college will you find the spirit of cooperation more evident among students, faculty and administrators than at West Georgia College.

As you continue your higher education, remember that the sum total of your experience is not just textbooks and classrooms, but people as well. Those interactions with professors and other students, particularly evident at this institution, can enhance your knowledge and broaden your horizons further than you dream possible.

I wish you best of luck in your future at West Georgia.

Sincerely,

LaKeisha Murphy, President
Student Government Association



Dr. Don Smith
Vice President and Dean of Faculties

Mr. William N. Gauthier
Vice President of Business and Finance

Dr. W. H. Smith
Acting Vice President for Student Services and Dean of Students

Table of Contents

WELCOME ..... **page 2**

1993-94 COLLEGE CALENDAR ..... **page 4**

DIRECTORY ..... **page 6**

See the "Problem Solving Guide" to find the location and telephone number of an office or person you need to contact. Also listed are all academic departments, other departments and offices, and telephone numbers for residence hall pay stations.

ACADEMICS ..... **page 11**

Information, advice, and step by step instructions for surviving academically. . .Advisement, Registration, Add/Drop, Withdrawals, Transcripts, Credit Hours, and Staying in School.

SERVICES FOR STUDENTS ..... **page 15**

Find out where to go for what by reading here about the many services, offices, recreational facilities, and opportunities highlighted in this section.

ORGANIZATIONS AND ACTIVITIES ..... **page 21**

Good times to be had by anyone who seeks them . . . Here are ways to fill those leisure hours with fun and relaxation, healthful exercise, intellectual stimulation, and professional development.

RIGHTS AND RESPONSIBILITIES ..... **page 27**

Rules and regulations, I.D. cards, traffic code, drinking, hazing, parking . . . Find out about these and more in this section on the freedoms and responsibilities of college students.

APPENDICES ..... **page 33**

A. Student Conduct Code and Disciplinary Procedures

B. College Hazing Policy

C. Policy for Victims of Sexual Assaults

D. Civil Rights Grievance Procedures for Students

E. Procedures in Appeals on Grades

F. Procedures for Appeals on Undergraduate Admission and Readmission

G. Academic Requirements for Receiving Financial Aid

H. Family Educational Rights and Privacy Act: Confidentiality of Student Records

I. Confidentiality of Library Patron Records

J. Procedures for Appeals in Cases of Academic Dishonesty

K. Appeals to the Board of Regents

L. College Policy on Outdoor Speeches, Demonstartions, Distributions of Written Material, and Marches

ATHLETIC SCHEDULES ..... **page 48**

Academic Calendar 1993-94

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	28	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FALL QUARTER, 1993

September 19	Residence Halls Open
September 19-21	Orientation for New students
September 21	Registration for Classes
September 22	Classes Begin
September 22-24	Add/Drop and Late Registration
October 5	Last Day to Withdraw from a Course with an Automatic Grade of W
October 29	Last Day to Withdraw from a Course with a Grade of W, if Passing
November 24-26	Thanksgiving Recess (Offices closed November 26-27)
December 3	Last Day of Classes
December 6-10	Examinations
December 12	Graduation
December 12-January 2	Christmas Recess
December 23-31	Offices Closed

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WINTER QUARTER, 1994

January 3	Residence Halls Open
January 3-4	Orientation for New Students
January 4	Registration
January 5	Classes Begin
January 5-7	Add/Drop and Late Registration
January 17	M.L. King Holiday-Offices Closed
January 19	Last Day to Withdraw from a Course with a Grade of W, if Passing
February 10	Last Day to Withdraw from a Course with a Grade of W, if Passing
March 14	Last Day of Classes
March 15-18	Examinations
March 20	Graduation
March 21-25	Spring Recess

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SPRING QUARTER, 1994

March 27	Residence Halls Open
March 27-28	Orientation for New Students
March 28	Registration
March 29	Classes Begin
March 29-31	Add/Drop and Late Registration
April 11	Last Day to Withdraw from a Course with an Automatic Grade of W
May 4	Last Day to Withdraw from a Course with a Grade of W, if Passing
June 6	Last Day of Classes
June 7-10	Examinations
June 12	Graduation

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUMMER QUARTER, 1994

June 19	Residence Halls Open
June 19-20	Orientation for New Students
June 20	Registration
June 21	Classes Begin
June 21-23	Add/Drop and Late Registration
July 4	Independence Day Holiday-Offices Closed
July 5	Last Day to Withdraw from a Course with an Automatic Grade of W, (for Classes Meeting throughout the Quarter)
July 21	Last Day to withdraw from a Course with a Grade of W, if Passing (for Classes Meeting throughout the Quarter)
August 5	Last Day of Classes meeting 33 days (Finals on last class day)
August 12	Last Day of Classes meeting 38 days
August 15-19	Examinations for classes meeting 38 days
August 21	Graduation

Directory

PROBLEM SOLVING GUIDE

PROBLEM	WHERE TO GO	PLACE	TELEPHONE*
Academic			
Advisement	Academic Advisor	Respective Office	
Probation	Administrative Asst.to V.P.	Sanford	836-6445
Regulations	Administrative Asst. to.V.P.	Sanford	836-6445
Activities	Student Activities Office	Student Center	836-6526
Add or Drop Courses	Registrar's Office	Parker	836-6438
Address Changes	Registrar's Office	Parker	836-6438
Athletics			
Intercollegiate	Athletic Department	H/PE	836-6533
Intramurals	Intramurals Office	Old Auditorium Basement	836-6617
Auditing Classes	Registrar's Office	Parker	836-6438
Bills, Fee Charges	Business Services	Melson	836-6400
Books & Supplies	Campus Bookstore	Student Center	836-6523
Caps & Gowns	Campus Bookstore	Student Center	836-6523
Catalogs	Admissions	Mandeville	836-6416
Changing Majors	Academic Department	Respective Office	
Check Cashing	Business Services	Melson	836-6400
Closings, Emergency	Public Safety	Aycock	836-6600
Commencement	Public Relations	Bonner House	836-6424
Continuing Education	Continuing Education	Continuing Education Building	836-6610
Co-op	Co-op Education Office	Parker	836-6431
Counseling			
Academic	Advisor	Respective Office	
	Student Development	Parker	836-6428
Career	Student Development	Parker	836-6428
Disabled	Student Development	Parker	836-6428
Personal	Student Development	Parker	836-6428
Credit by Examinations	Testing Office	Parker	836-6435
Declaring Majors	Academic Department	Respective Office	
Degree Application	Registrar's Office	Parker	836-6438
Directory Information	Student Services	Mandeville	836-6425
Dining Services	Dial complete numbers		
	Food Service Cafeteria	Food Service Building	832-1496
	Food Court	Student Center	832-3959
Emergencies	Public Safety	Aycock	836-6600
Employment	Placement Office	Parker	836-6431
Events & Activities	Student Activities Office	Student Center	836-6481
Fees & Payments	Business Services	Melson	836-6400
Final Exam Schedule	Registrar's Office	Parker	836-6438
Financial Aid Awards	Financial Aid Office	Mandeville	836-6421
Financial Aid Checks	Student Aid Office	Melson	836-6785
Foreign Student Affairs	Student Development	Parker	836-6428
Fraternities	Student Activities Office	Student Center	836-6526
GI Bill Benefits	Registrar's Office	Parker	836-6438
Grades	Professor	Respective Office	
	Registrar's Office	Parker	836-6438
Graduate School	Graduate School Office	Cobb	836-6419
Graduation	Registrar's Office	Parker	836-6438
Honors Program	Academic Affairs	Sanford	836-6445
	Honor's Office	Math/Physics 211	836-6366

*If dialing from a campus phone, dial only the last four digits.

Directory

PROBLEM	WHERE TO GO	PLACE	TELEPHONE*
I.D. Cards	Student Activities Office	Student Center	836-6526
Information	Student Services	Mandeville	836-6423
Internships	Placement Office	Parker	836-6431
Jobs	Placement Office	Parker	836-6431
Library	WGC Campus Library	Ingram Library	836-6492
Locate Students	Student Services	Mandeville	836-6425
Lost and Found	Public Safety	Aycock	836-6600
Meal Tickets	Campus Bookstore	Student Center	836-6523
Medical Services	Health Services	Health Center	836-6452
Organizations	Student Activities Office	Student Center	836-6526
Parking			
Permits	Public Safety	Aycock	836-6600
Payment of Tickets	Public Safety	Aycock	836-6600
Appeal of Fines	Public Safety	Aycock	836-6600
Placement Service	Placement Office	Parker	836-6431
Post Office	Campus Post Office	Student Center	836-6522
Police, Campus	Public Safety	Aycock	836-6600
Radio Station	WWGC FM	Geography	836-6731
Reading & Study Skills	Developmental Studies	Cobb	836-6435
	Student Development	Parker	836-6428
Readmission	Registrar's Office	Parker	836-6438
Refrigerator Rentals	Campus Bookstore	Student Center	836-6523
Registration	Registrar's Office	Parker	836-6438
Residence Halls	Residence Life Office	Mandeville	836-6426
Residency Classification	Registrar's Office	Parker	836-6438
Scheduling Campus Activity	Student Activities Office	Student Center	836-6526
Scholarships	Financial Aid Office	Mandeville	836-6421
Sexual Harassment	Affirmative Action	Cobb	836-6435
Social Security Benefits	Registrar's Office	Parker	836-6438
Sororities	Student Activities Office	Student Center	836-6526
Student Government	Student Government Office	Student Center	836-6526
Student Handbook	Student Services Office	Mandeville	836-6423
Summer School	Registrar's Office	Parker	836-6438
Transcripts	Registrar's Office	Parker	836-6438
Transfer Credit Evaluation	Registrar's Office	Parker	836-6438
Transfer Students	Admissions Office	Mandeville	836-6416
Transient Permission	School Dean	Respective Office	
Tutoring	Student Development	Parker	836-6428
Veterans' Benefits	Registrar's Office	Parker	836-6438
Visitor Parking Pass	Public Safety	Aycock	836-6600
Weather Closings	Public Safety	Aycock	836-6600
Withdrawal			
From Course	Professor & Departmental Office		
From College	Registrar's Office	Parker	836-6438
Work/Study Program	Financial Aid Office	Mandeville	836-6421

*If dialing from a campus phone, dial only the last four digits.

Directory

ACADEMIC DEPARTMENTS

DEPARTMENT	CHAIRPERSON	BUILDING & ROOM NO.	TELEPHONE*
Accounting & Finance	Dr. Ara G. Volkan	Business, 007	836-6469
Administrative Systems and Business Education	Dr. Don Crawford	Business, 142	836-6475
Art	Mr. Bruce Bobick	Humanities, 321	836-6521
Biology	Dr. Gregory J. Stewart	Biology/Chemistry, Main off.	836-6547
Chemistry	Dr. Lucille Garmon	Biology/Chemistry, 106	836-6550
Counseling & Educational Psy.	Dr. Brent M. Snow	Education, 208-A	836-6554
Developmental Studies	Mr. Charles Wilson	Mandeville, 222	836-6435
Early Childhood Education	Dr. Alvis Harthern	Education, 200	836-6559
Economics	Dr. Richard F. Fryman	Business, 46	836-6477
Educational Leadership	Dr. Price M. Michael	Education, 105	836-6557
English	Dr. Robert L. Snyder	Humanities, 139	836-6512
Foreign Languages	Dr. Dorothy M. Joiner	Humanities, 154	836-6515
Geography	Dr. Jim O'Malley	Geography, Main Office	836-6457
Geology	Dr. Summer Long	Callaway, 101	836-6479
History	Dr. James S. Taylor	Social Science, 217	836-6508
Marketing & Management	Dr. Frank Hunsicker	Business, 111	836-6472
Mass Communications and Theatre Arts	Dr. Chester Gibson	Humanities, 310	836-6518
Mathematics & Computer Science	Dr. Chatty R. Pittman	Math/Physics, 310	836-6489
Media Education	Dr. Price M. Michael	Education, 105	836-6557
Middle Grades Education/Reading	Dr. John Myers	Education, 206	836-6560
Music	Dr. Robert Coe	Humanities, 105	836-6516
Nursing	Dr. Jeanette Bernhardt	Biology/Chemistry, 220	836-6552
Philosophy	Dr. David Higgins	Humanities, 144	836-6514
Physical Education & Recreation	Dr. Lynne Gaskin	Health/Physical Education, 201	836-6530
Physics	Dr. Richard M. Prior	Math/Physics, 208	836-6485
Political Science	Dr. Donald Wells	Social Science, 140	836-6504
Psychology	Dr. Don Rice	Social Science, 317	836-6510
Secondary Education	Dr. Edna Edwards	Education, 207	836-6564
Sociology/Anthropology	Dr. William T. Simons	Social Science, 117	836-6505
Special Education	Dr. W. Malcolm Flanagan	Education, 140	836-6567

*If dialing from a campus phone, dial only the last four digits.

Directory

DEPARTMENTS AND OFFICES

DEPARTMENT	LOCATION	TELEPHONE*
Academic Affairs	Sanford Hall	836-6445
Admissions	Mandeville Hall	836-6416
Alumni Affairs	Alumni House	836-6582
Arts and Sciences School	Cobb Hall	836-6405
Athletic Trainer	Health-Physical Education Building	836-6530
Bookstore	Student Center	836-6523
Business School	Business School Building	836-6467
Business Office	Melson Hall	836-6400
Food Services	Food Service, Building, Z-6 (Not a campus extension)	832-1496
Computer Center	Math-Physics	836-6604
Continuing Education	Continuing Education Building	836-6610
Cooperative Education	Parker Hall	836-6431
Counseling (Student Development)	Parker Hall	836-6428
College Program Board	Student Center	836-6526
Day Care Center	Aycock Hall	836-6563
Developmental Studies	Cobb Hall	836-6435
Education School	Education Center	836-6570
Evening Studies	Continuing Education	836-6612
Financial Aid	Mandeville Hall	836-6421
Graduate School	Cobb Hall	836-6419
Health Services	Health Center	836-6452
Honors Office	Math-Physics	836-6636
Intercollegiate Athletics	Health-Physical Education Bld.	836-6433
Intramural Athletics	Old Auditorium Basement	836-6617
Library	Irvine S. Ingram Library	836-6492
Payroll Office	Melson Hall	836-6403
Placement	Parker Hall	836-6431
Post Office	Student Center	836-6522
President	Sanford Hall	836-6442
Public Relations	Bonner House	836-6464
Publications & Printing	Central Duplicating	836-6483
Registrar	Parker Hall	836-6438
Residence Life	Mandeville Hall	836-6426
Student Activities	Student Center	836-6526
Student Aid	Melson Hall	836-6785
Student Development Center	Parker Hall	836-6428
Student Employment Referral Service	Parker Hall	836-6431
Student Locator Service	Mandeville Hall	836-6425
Student Government	Student Center	836-6526
Student Services, Vice President	Mandeville Hall	836-6423
Testing	Cobb Hall	836-6435
Vice President, Academic	Sanford Hall	836-6445
West Georgian	Student Center	836-6527
WWGC Radio Station	Geography & Learning Resources	836-6731
Visitors Center	Bonner House	836-6481

*If dialing from a campus phone, dial only the last four digits.

Directory

RESIDENCE HALL PAY STATIONS

If dialing head residents or hall directors from a campus phone, dial the last four digits only.

BOWDON HALL

Hall Desk 836-6589
Directory 836-6895
1-A (101-116) 832-9121
1-B (117-133) 832-9234
1-C (134-150) 832-9154
2-A (201-216) 832-9199
2-B (217-233) 832-9218
2-C (234-250) 832-9150
3-A (301-316) 832-9233
3-B (317-333) 832-9238
3-C (334-350) 832-9143

BOYKIN HALL

Hall Desk/Head Resident 836-6590
Alpha Gamma Delta
1-A (101-117) 832-9267
Kappa Delta
1-C (131-147) 832-9277
Chi Omega
2-A (201-217) 832-9251
Phi Mu
2-C (231-247) 832-9268
Alpha Kappa Alpha
3-A (301-317) 832-9246
Tri Delta
3-C (331-347) 832-9258

DOWNS HALL

Hall Desk 836-6592
Director 836-6896
Main Lobby 834-9186
1-B (101-118) 834-9180
1-C (121-136) 834-9183
1-D (141-156) 834-9184
2-B (201-218) 834-9176
2-C (221-236) 834-9179
2-D (214-256) 834-9185
3-B (301-318) 834-9177
3-C (321-336) 834-9182
3-D (341-356) 834-9181

GUNN HALL

Hall Desk/Head Resident 836-6593
1-A (101-117) 834-9191
1-C (131-147) 834-9190
2-A (201-217) 834-9187
2-C (231-247) 834-9189
3-A (301-317) 832-9334
3-C (331-347) 834-9188

PRITCHARD HALL

Hall Desk 836-6594
Director 836-6898
1-N (101-112) 834-9156
1-W (121-135) 834-9114
1-S (141-155) 834-9164
2-N (201-216) 834-9155
2-W (221-235) 834-9123
2-S (241-255) 834-9165
3-N (301-316) 834-9154
3-W (321-335) 834-9163
3-S (341-355) 834-9140

ROBERTS HALL

Hall Desk 836-6595
Director 836-6899
0-B (001-012) 832-9504
0-C (013-020) 832-9337
1-B (101-125) 832-9501
1-C (126-150) 832-9383
2-A (201-225) 832-9507
2-B (226-247) 832-9502
2-C (248-272) 832-9399
3-A (301-325) 832-9384
3-B (326-350) 832-9505

ROW HALL

Hall Desk/Head Resident 836-6596
1-E (130-145) 832-9523
832-9128
2-E (202-219) 832-9514
832-9125
3-E (302-319) 832-9520
832-9114
1-W (107-121) 832-9519
832-9141
2-W (220-238) 834-9192
832-9138
3-W (331-338) 832-9516
832-9131

STROZIER ANNEX

Hall Desk/Director 836-6597
1 Annex (136-157) 832-9586
834-9348
2 Annex (241-263) 832-9571
834-9349
3 Annex (301-323) 832-9565
834-9352

TYUS HALL

Hall Desk/Head Resident 836-6598
Lobby 834-9166
3rd 832-9127
4th 834-9208
5th 834-9207

WATSON HALL

Hall Desk 836-6599
Director 836-6897
1-A (101-120) 834-9234
834-9325
1-B (121-132) 834-9194
1-C (133-149) 834-9196
834-9328
2-A (201-221) 834-9235
834-9326
2-B (222-234) 834-9230
2-C (236-252) 834-9195
834-9329
3-A (301-321) 834-9228
834-9327
3-B (322-334) 834-9227
3-C (335-352) 834-9231
834-9257
Basement 832-9590
832-9103

Academics

• DEPARTMENTS AND P
CREDIT HOURS • THE
• ACADEMIC ADVISE
AND LATE REGISTRA
SCHOOL • ACADEM
• ACADEMIC REQU
• DEPARTMENTS AND
HOURS • THE CATA
ADVISEMENT • REG
REGISTRATION • W
• ACADEMIC RECO
REQUIREMENTS FO
AND PROFESSORS • QUARTERS AND
• ACADEMIC ADVISEMENT

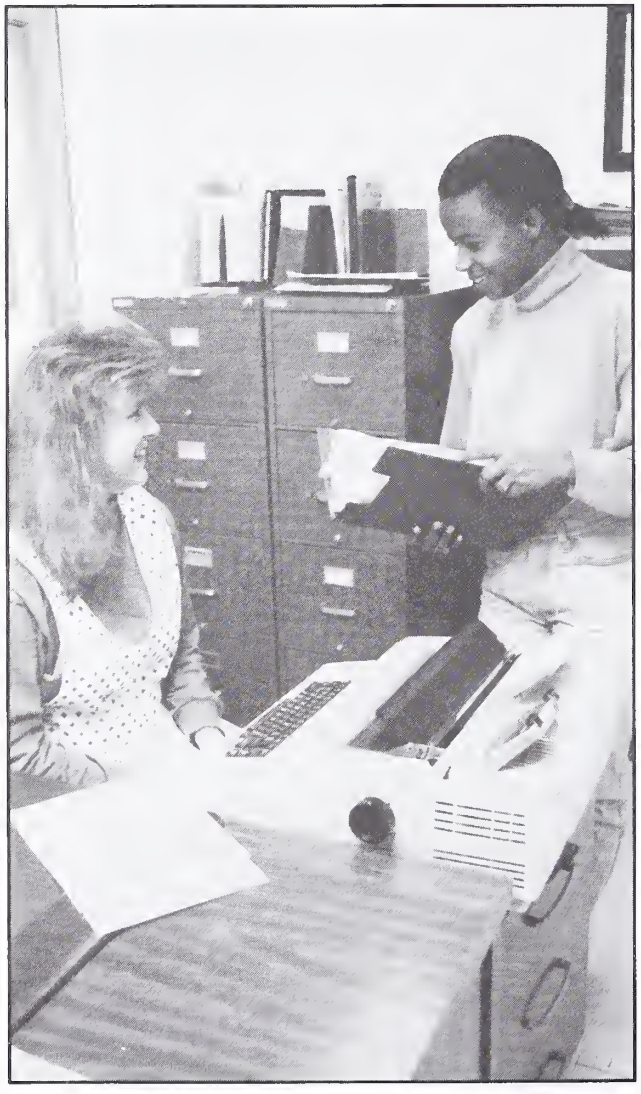
Academics

DEPARTMENTS AND PROFESSORS

Most students quickly become familiar with the classroom buildings as they find their way to classes and labs, but they may be less aware of how to find faculty and departmental offices. Printed in the directory section of this handbook are the building and room number, telephone number, and chairman's name for each academic department on campus.

Usually, other faculty offices within the department will be located in the same building and general vicinity as the departmental office, but there are some exceptions. Inquire in the departmental office about the location of a specific faculty member's office if you have difficulty finding it.

Normally, faculty members post on their office doors regular hours when they are available to see students, and most are willing to schedule additional times if the student is unable to come during the posted hours. **You should feel free to contact faculty members in their offices to discuss progress, any particular problems you're having in one of their classes, your concerns about career and professional plans, or any matters of mutual concern.** In 99 cases out of 100, you will find faculty members cordial, concerned and helpful.



QUARTERS AND CREDIT HOURS

West Georgia is on the quarter system with the calendar year divided into four approximately equal blocks of time-the fall, winter, spring and summer quarters. A normal academic year of study consists of three quarters, but many students attend college year round or take breaks from school during other quarters than the summer.

The credit value of a course is determined by the number of hours it meets each week. For example, a course with five 1-hour lecture sessions per week is a five-quarter-hour course. As a rule of thumb in accounting for credit hours, it takes two hours of laboratory to equal one hour of lecture, as is the case with a 5-hour science course which has three 1-hour lectures and two 2-hour labs each week.

A full course load for undergraduates is considered to be 12 or more hours, but since most of the classes at West Georgia are worth 5 credit hours, people usually take 15 hours (three courses) or more per quarter. **A typical freshman or sophomore course load consists of three 5-hour courses plus physical education.** Therefore, in one academic year of 3 quarters a student will normally earn 45 credit hours, plus physical education credits.

THE CATALOG

The West Georgia College *Undergraduate Catalog* contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and many more essential items of information for the successful student. It is a very important book to have, study and follow. **If you don't already own a current copy of the Catalog, you should get one now.**

The Admissions Office gives one free copy to each new student. New students should keep a copy of this year's catalog for reference during their entire stay at West Georgia. Those restless nights, it's guaranteed to put you to sleep when nothing else will!

ATTENDING CLASS

Best advice: Attend class regularly, but be sure to attend the first two class days each quarter. If there's a waiting list for a class and students don't attend the first two days and haven't been in touch with the professor to explain why, they may be dropped to make room for others who need it. **Since classes and professors differ greatly, you should be certain you understand the attendance requirements for each course you're taking.** Some profs lower grades for excessive absences, and they may even drop a student who cuts frequently.

ACADEMIC ADVISEMENT

Each student is assigned a faculty member to assist in planning his/her academic program. Freshmen and sophomores and all business majors must see their advisors and obtain their name stamp on a registration form before completing registration each quarter. The Academic Affairs Office

With over 1,000 individual course offerings, 70 or more undergraduate programs of study, and almost 300 teaching faculty, a student at West Georgia has a wide variety of learning experiences from which to choose. The faculty, whose members come from across the nation and around the world, is among the best anywhere, with approximately three-fourths of its members holding doctoral degrees in their fields.

notifies new students of the names of their advisors shortly after they enroll their first quarter.

Should you experience difficulty in locating your advisor, ask for assistance from the office of the academic department to which your advisor belongs. A directory of academic departments is listed in this handbook, and the location by building of all academic advisors is published in the quarterly *Schedule of Classes*.

REGISTRATION FOR CLASSES

Registration for classes is the quarterly process of seeing your faculty advisor, selecting the courses you wish to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure and paying fees. The quarterly *Schedule of Classes* lists all courses being offered and gives step-by-step instructions for completing all registration procedures.

Students in good standing may register early in a more leisurely fashion or on the afternoon before classes begin each quarter along with several thousand others. **Early registration is definitely recommended for a better selection of classes, more freedom in obtaining the schedule you want, less hassle in general and less waiting in lines.**

For students who early register, there is an early fee payment deadline each quarter, approximately ten days before the beginning of the next quarter. Those who have financial aid, athletic grants, and scholarships normally have to pay only what is owed after these awards are credited to their accounts. Early registration schedules are canceled if the early payment deadline isn't met, and those affected must register at the beginning of the quarter.

No student who has a schedule of classes from early registration is allowed in the registration arena at regular registration when other students are attempting to register for the first time.

See the *Schedule of Classes* for complete details on how to register, early register, and pay fees, and go by or call the Registrar's Office (836-6438), campus ext. 6438) for answers to particular questions.

ADD/DROP AND LATE REGISTRATION

You may change your class schedule or register late during the first three days of class each quarter, but this is not a particularly easy thing to do. This is a critical time of the quarter, and the process of getting approval to enter classes late is fairly complicated. The student must go to each academic department affected to obtain approval for whatever change is being made in the schedule before turning in to the Registrar's staff the appropriate drop or add forms. A late fee of $15 is charged anyone who waits until these three days to register.

WITHDRAWALS FROM CLASS

After the first three days of class, if a student must "drop" or withdraw from a class, this course will remain on the student's record for the quarter, and a symbol of W, indicating withdrawal without penalty, or a grade of *WF*, indicating the student was failing at the time of withdrawal, will be entered on the record. **The first ten class days each quarter are a sort of grace period, and the student who withdraws during this time automatically receives a *W* for the course.** After that time, however, and until the midpoint of the quarter, the professor may assign a *W* or *WF*, depending upon the work the student has done in the class up to the time of withdrawal. After the midpoint of the quarter, the grade of *WF* is automatically assigned unless the School Dean approves an exception based on unusual or emergency circumstances beyond the student's control. At any rate, be certain to withdraw officially if you cannot complete a course because otherwise you may be given an *F*. To withdraw from a class, contact the professor, unless you are enrolled in only one course. In that case, contact the Registrar's Office to withdraw from college.

WITHDRAWALS FROM COLLEGE

In case you find you must completely withdraw from college during the course of a quarter, contact the Registrar's Office in Parker Hall (telephone 836-6438, campus ext. 6438). If your reason for leaving is lack of funds, check with the Financial Aid Office in Mandeville Hall first. They may be able to help.

Regardless, you cannot officially withdraw without talking with someone in the Registrar's Office. At that time you'll be given further instructions for completing the withdrawal process. Who

knows? You might even be due a refund. (The undergraduate catalog explains the refund policy in detail.)

STAYING IN SCHOOL

Here's hoping it will never happen to you, but those whose academic performance falls below standards prescribed in the catalog are placed on "Academic Warning" or "Probation," or they may receive notice of "Suspension" or "Dismissal." See your catalog (Undergraduate Academic Policies) for complete information on requirements for staying in good standing.

By all means, if you realize you are getting behind in your work or are having problems studying, ask for assistance. The first person to turn to is your professor in a particular course, but you may also want to talk with your faculty advisor. You should pay a visit to the Student Development Center in Parker Hall. Here you will find free tutorial assistance through the S.O.S. (Sink or Swim) tutorial service, computerized assistance in building study skills, and professional counselors who may be able to help you individually or in a small group to develop better study skills and habits.

THE ACADEMIC RECORD OR TRANSCRIPT

The Registrar's Office maintains permanently for every student who has ever been enrolled at West Georgia an academic record card listing personally identifying information about the student, every course the student has taken and the grade earned, quarterly and cumulative grade point averages, and a few special notations such as Developmental Studies requirements, withdrawal dates, graduation requirements met, degrees earned, etc. This record is commonly known as a "transcript," and it is a copy of this permanent record which is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent.

You have the right to review your educational records maintained by West Georgia, except for certain types of confidential information which are defined by law and by institutional regulations. For a listing of what records are kept where and by whom and a full explanation of how to review these records, see Appendix G in this handbook. You'll also find in this section how to "challenge the content" of your records as well as safeguards built into the record-keeping system to assure the privacy and confidentiality of your records.

APPEALS

If, after getting your grades, you're not satisfied with them and believe that the instructor made a mistake with yours, go to the instructor immediately. It may have been a simple clerical error. If there is a dispute, try and work it out with the instructor. If that fails, see the department chairman and, if necessary, the school dean. After following these steps, if you are not able to resolve the issue, you may appeal the grade to a faculty committee. See Appendix D for details of the appeals procedure.

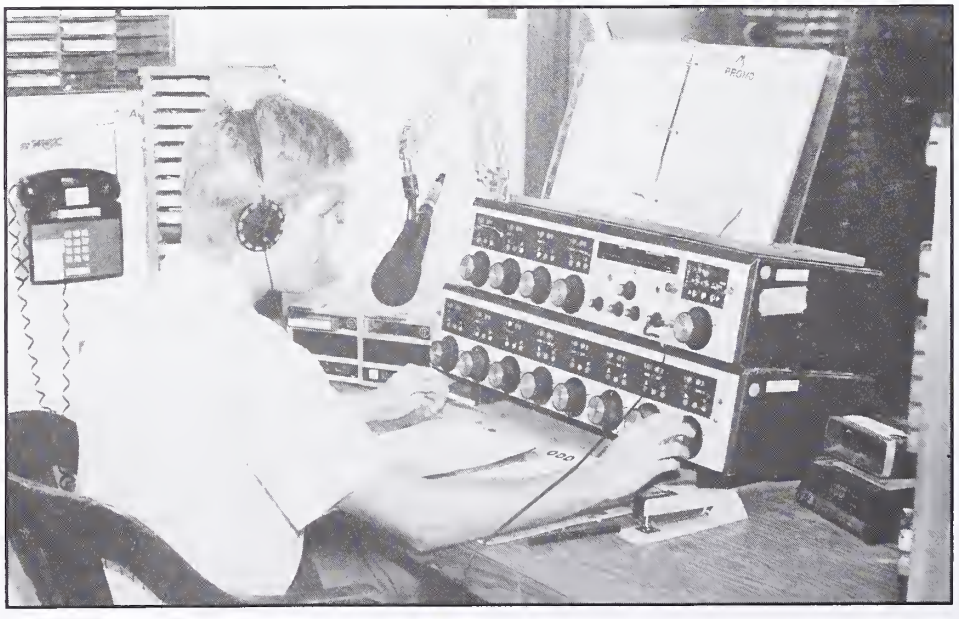
Likewise, a student who has been academically dismissed from college may appeal to be readmitted through a subcommittee of the Faculty Senate. This appeal must be initiated in writing by the student through the Office of the Vice President and Dean of Faculties. See Appendix E for detailed procedures.

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

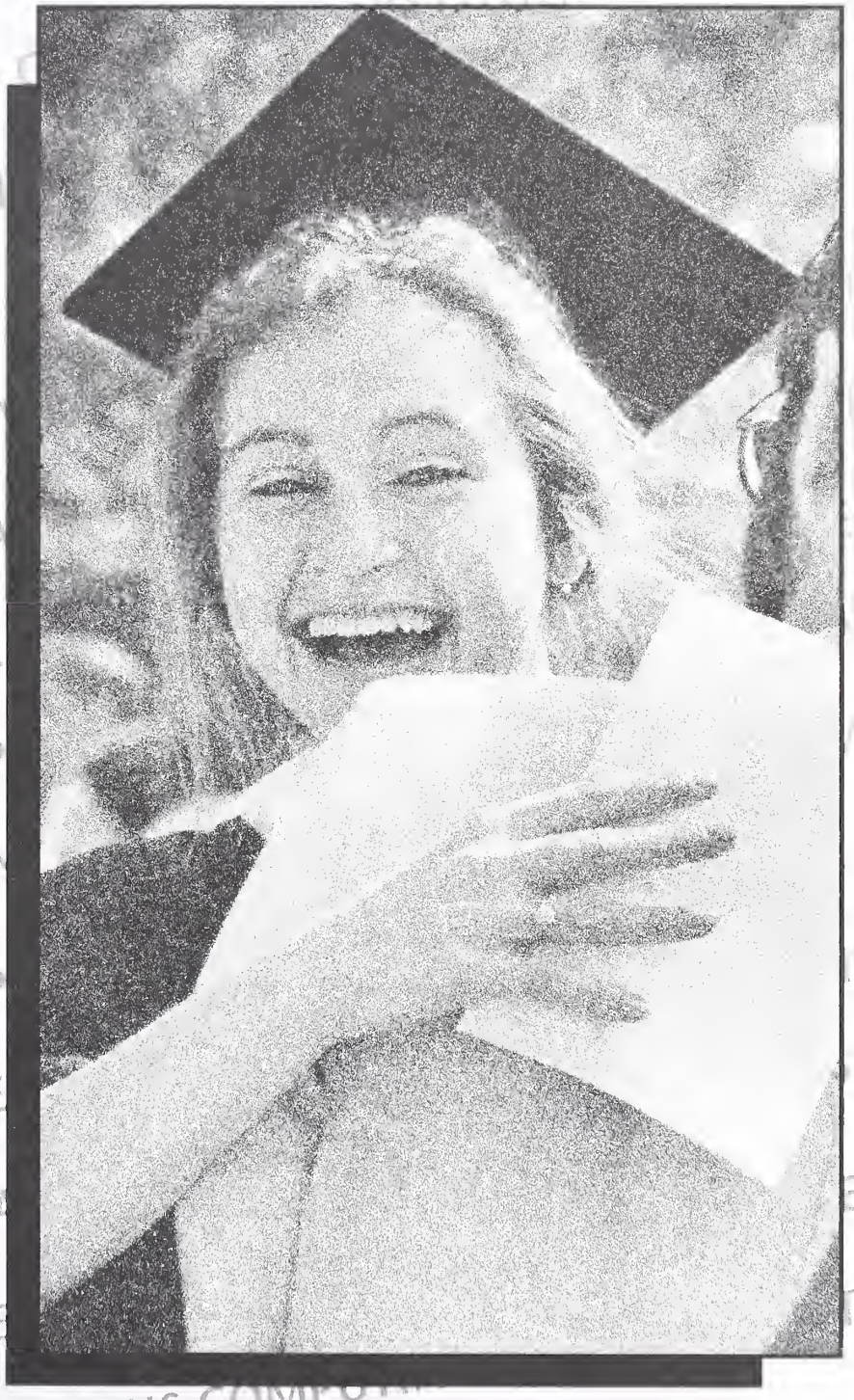
In addition to all the paperwork required to receive financial aid at the college, students must meet several major academic requirements to remain eligible for aid. For example, after attending for 6 quarters, students must maintain a minimum 2.0 cumulative GPA. They must also complete annually at least 80% of their attempted hours with satisfactory grades in order to obtain aid the following year.

In addition, there is a limit on the total number of hours for which students may receive financial aid. All programs of study have specified course requirements and total number of hours for completion, and after the student has attempted a predetermined number of hours in a degree program, s/he simply may not receive additional financial assistance from certain aid programs.

See Appendix F for specific details of how all these policies may apply to you. If you have questions about them, contact the Financial Aid Office in Mandeville Hall (telephone 836-6421, campus extension 6421).



Services for Students



• STUDENT CENTER •
RECREATIONAL FACIL
• HEALTH SERVICE •
DISABLED • MANDE
SERVICES • DAY CA
AND COOPERATIVE
• STUDENT CENTER •
FACILITIES • RESIDEN
• HEALTH SERVICE •
DISABLED • MANDE
SERVICES • DAY CA
AND COOPERATIVE
• CAMPUS COMPUTER
• LIBRARY • MANDEVILLE HALL

Services for Students

THE STUDENT CENTER

The Student Center is the big round building in the center of campus on Brumbelow Road. It's the focal point of activity for many student services, organizations, and functions. Read on for details.

Auxiliary Enterprises-The Auxiliary Enterprises Office is in the front of the bookstore on the top floor of the Student Center. This is where you'll go to have your I.D. card validated as a meal ticket if you buy a meal plan. Auxiliary Enterprises personnel also handle refrigerator rentals and vending machine refunds. Hours are 8:00 a.m. to 5:00 p.m. Monday-Friday.

Bookstore-The top floor of the Student Center is the home of the college bookstore. In addition to textbooks and all of the supplies you will need for classes, the bookstore stocks a number of other items such as gifts, toiletries, gym shorts, jerseys, records and tapes, etc.

Post Office-The college Post Office is on the main level of the Student Center. All U.S. Mail services are provided here, including registered, certified, and insured mail, and purchases of money orders. An interoffice service is available through which mail may be forwarded to students and faculty on campus free of charge. Name and box numbers are required on mail sent to a student.

All residence hall students are assigned a campus post office box in the Student Center Post Office. Students residing off campus may also obtain a box by dropping by the Post Office to sign up for one.

Mail should be addressed:
Joe Doe
Box 00000
West Georgia College
Carrollton, Georgia 30118

Post Office hours are 8 a.m.-4 p.m., Monday-Friday. Students are encouraged to check their boxes daily.

Student Offices-Several student organizations have offices located on the lower level of the Student Center. Don't be bashful! Drop by with a suggestion or offer to help out. You'll be welcomed! The offices located there are Student Government Association, Student Activities Council(SAC),The *West Georgian* newspaper office, Interfraternity Council and Black Greek Council, and Student League.

Student Activities Office-The first office on the right as you enter the Student Center is the Student Activities Office, the hub of operation for many student groups and functions. The director and staff have their offices in this area, and they coordinate all offerings of the Student Activities Council (SAC), serve as advisors for student organizations,and organize Homecoming and many student related events throughout the year. Stop by for information about all kinds of extracurricular activities.

Food Court-This redesigned facility in the basement of the Student Center offers many of your favorites, such as Chick-fil-A, Pizza Hut, Colombo Yogurt, Deli Corner, Tortillas, and Dunkin' Donuts. For quick pick-me-up or meals on the go, this is the place for you. Pay cash for the items you purchase or use your meal ticket if you've purchased one of the plans which allows you to charge items against the declining balance on your meal plan. Another good thing: the Food Court's open seven days a week. See p. 18 for more information about the comprehensive food service options available through the Campus Dining Service.

I.D. Cards-Student I.D. cards are made in room 203 of the Student Center. This photo I.D. card is a WGC student's permanent identification and does not normally have to be replaced as long as the student remains enrolled.

Your I.D. card has many uses: as a meal card once you have paid for the meal plan and had your card validated, as your library card, as your free admission ticket to athletic events and plays, as official identification during registration, when cashing checks, when visiting the Health Center, and many more.

There is a $10.00 charge for replacing a lost I.D. card. Except during registration and add/drop each quarter, I.D. cards are made only during the posted hours. Contact the Student Activities Office in the Student Center for information about when to have a replacement card made (836-6526, campus ext. 6526).

Conference Rooms-Seven meeting/conference rooms are available in the Student Center for use by campus organizations on a reservation basis. To reserve a room, call the Student Activities Office at 836-6481, campus extension 6481.

GYMNASIUM AND OTHER RECREATIONAL FACILITIES

HPE Building, Pool and Student Recreation Center-The Health-Physical Education Building is one of the most heavily scheduled facilities on campus. Classes and team practices and games are given highest priority for use of the building, but regular hours for free swim are scheduled in the pool area, generally from 7:00 p.m. until 10:00 p.m. Monday through Thursday and from 1:00 until 5:30 p.m. on Saturday and Sunday from the first to the last day of classes each quarter.

Gameroom-The gameroom, located in the basement of the Old Auditorium, features billiards, foosball, pingpong, and games. It is open 1:00-9:00 p.m. seven days a week. Hours may vary, depending upon demand and availability of personnel.

The Student Recreation Center, known as "the pavilion" because it was once an open pavilion, is scheduled for open recreation, club activities, aerobics and upon request for student organizations' programs. It is used for classes in the mornings and early afternoons, and intramural competition is also held here. Check with the Intramural and Open Recreation Office for a current schedule of open recreation times each quarter. These hours do vary depending upon seasonal athletic activity.

Intramural offices are located in the basement of the old Auditorium, which

In addition to understanding the academic setup and knowing some of the people who help run things, you'll need to know where some departments and services are located. It's true that it takes new students a few days to learn the campus, but the information and tips listed in this section should make that job easier.

has been renovated as a recreational facility. A student weight room is also located here.

Tennis Courts-Located adjacent to the H-PE Building are six tennis courts which are open to students on a first-come, first-served basis. As with other athletic facilities, classes and official team activities do have priority for use of the courts, which remain lighted until midnight.

Track and Playing Fields-Also open to members of the college community are the track, located just above the Food Services Building, and several practice and intramural playing fields. These areas may be scheduled for group activity by contacting the Coordinator of Intramurals and Open Recreation at 836-6617. As always, officially scheduled intercollegiate or intramural team practices, and games take priority over an individual's use of any facility.

The Baseball Field-It is located adjacent to the Biology-Chemistry Building, is off limits to everyone except the baseball team and those participating in official team related activities.

Fitness Trail-A one and one-half mile fitness trail is located in the area around the track and behind the Food Services Building. Look behind Food Services for the starting point of the trail, which is open year round to all members of the college community.

RESIDENCE HALLS

Ten major structures on campus are residence halls, in which approximately 2,500 West Georgia students live. All freshmen who are not married or do not live at home with parents are required to live on campus, and many upperclassmen choose to do so. Some halls are for men or women only, while others are co-educational with separate wings for men and women.

Except in the case of Tyus Hall, visitation hours for guests and those who do not live in the halls are limited. Visitation hours begin at 10:00 a.m. every day and end at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday nights. After 9:00 p.m., men must have a female escort when in a women's hall and vice versa. No escort is needed before 9:00 p.m. or in the main lobby of each building. On-campus residents as well as all guests in the halls are subject to the residence hall policies and regulations published in the Residence Hall Handbook distributed by the Department of Residence Life.

The map of the campus and the listings of numbers for all telephone pay stations in the residence halls, both of which are published in this book, will assist you in locating and contacting friends who live on campus.

LIBRARY

The Irvine Sullivan Ingram Library, located on Brumbelow Road in the center of back campus, currently houses over 300,000 volumes, more than 863,000 U.S. Government documents, and approximately 840,000 microforms. It features study and conference rooms, study carrels, microfilm and reading rooms, and research study areas for graduate students. During the academic year, the library is open during the following hours:

Monday-Thursday	7:30 a.m.-10 p.m.
Friday	7:30 a.m.-6 p.m.
Saturday	10 a.m.-6p.m.
Sunday	2 p.m.-10 p.m.
Between quarters	8 a.m.-5 p.m. daily (Closed weekends)
Holidays	Closed as per notice posted

During the last three weeks of the quarter closing time is extended to 11 p.m., and during the summer quarter hours may differ.

The system for circulating books and other materials dictates that a WGC I.D. card be presented to borrow materials from the library. Books are loaned for a period of two weeks and are renewable if no one else has requested them. The fine for a regularly loaned book is 10¢ per day; however, there is a six day grace period after which the full amount of the fine will be collected.

A special feature of the library is the Annie Bell Weaver Special Collections Room, dedicated in 1981 to Ms. Weaver, who was for many years the head librarian at the college. This collection contains 20,376 rare volumes and pieces of manuscript material.

You may find there are times when you'd like to use the library's late study room, open 24 hours a day . There is an outside, ground level entrance to this area just off the academic quadrangle so that students may come and go after regular library hours.

MANDEVILLE AND PARKER HALL

Many of the administrative offices with which students are likely to have contact are located in a building that faces Front Campus Drive and which has two names. The front of the building is Mandeville Hall, and the rear portion or annex is Parker Hall, where the Registrar's Office is located on the ground floor. Included among the offices in the front of the building are Admissions and Student Services on the street level and Financial Aid upstairs. The Residence Life Office (housing) and Student Development Center (counseling), though actually located in the annex, are easily accessed from the front entrance as well. Other offices located in the rear, or Parker Hall, are Placement and Cooperative Education, Student Employment, and Developmental Studies and Testing, all on the top floor. Ask in any office in the building for directions or information.

BLACK ACHIEVEMENT PROGRAM

The purpose of the Black Achievement Program is to assist minority students during their initial year at West Georgia. Upperclass peer counselors, who are campus leaders and academic achievers, work with small groups of new students throughout the year, serving as role models, helping new students establish good study habits, and being a referral agent to other campus resources. Seminars related to achieving academic success and enhancing black cultural awareness are offered throughout the year.

HEALTH SERVICE

The Student Health Center, which houses both an outpatient clinic and the

infirmary, is under the supervision of a full-time physician. Nurses are on duty around the clock from 3:00 p.m. on Sunday until 11:00 p.m. on Friday. The Center is in operation from the day residence halls open through the last day of exams each quarter, except during the Thanksgiving recess and the Fourth of July holiday.

For observation and minor illnesses, students are admitted to the infirmary as directed by the physician. Although most illnesses of students can be successfully treated by Health Center personnel, it is sometimes necessary to refer a student to other medical personnel or facilities for special services such as x-ray, surgery and dentistry. Whenever this occurs or whenever a student chooses the services of medical personnel or facilities other than those available in the Health Center, he or she must pay the cost. Postoperative care cannot be provided by the Health Service. If the medication needed for treatment is not available in the Health Center, it must be purchased from a local druggist by the student.

Many tests done within the Health Center laboratory are included in the students' health fee. Other lab tests done in-house or processed by Carrollton or Atlanta laboratories are charged to the student at cost. X-rays at Tanner Medical Center also are charged to the student.

The utilization of town physicians is paid for by the Health Service if the College physician is unavailable to the nurses who deem consultation necessary or if the Health Service has determined that an emergency requires the services of the hospital's emergency room and if the student has no medical insurance. An authorization slip from the College Health Center must accompany the student. The College will pay the emergency room fee, the emergency room physician fee, and ambulance transportation to Tanner Medical Center from the campus when required in an emergency situation and after the student has filed for any available medical insurance. Students must pay for drugs, laboratory work, X-rays, and other expenses incurred from emergency room usage. Any persons going directly to the hospital or doctor's office are responsible for fees incurred. Students are also responsible for all medical bills incurred during periods (including weekends) when the Health Service is closed.

Students should remember that, if they are covered by personal or parent's insurance, it is essential that an insurance policy number be in their possession.

Foreign students are required to have health insurance. For information the student should contact the International Student Advisor in the Student Development Center.

PUBLIC SAFETY

The Department of Public Safety, located on Aycock Drive, is a state certified agency and provides service to the college community on a 24-hour basis (including weekends). The department's duties include the protection of life and property, enforcement of college regulations and state statutes, traffic and parking control, and the prevention of crime.

Public Safety works with various other departments within the college and maintains a liaison with local, state and federal law enforcement and public safety agencies. The department provides a variety of information (including the quarterly "Crime Watch WGC") and educational efforts to students, faculty and staff to heighten campus awareness of crime and the need for safety precautions.

FOR INFORMATION, ASSISTANCE OR HELP DURING ANY EMERGENCY, DIAL 836-6600 or ext. 6600 if calling from a campus phone.

For complete information concerning traffic regulations, parking, and traffic appeals refer to the TRAFFIC CODE pamphlet available at the Department of Public Safety. All students are responsible for knowing the rules and regulations provided in this pamphlet, a copy of which they are given when registering a vehicle with the department.

SERVICES FOR THE DISABLED

The college extends the opportunities of higher education to the physically and learning disabled as well as to the able-bodied. Handicapped students who have special needs should talk with Dr. Ann Phillips in the Student Development Center, Parker Hall. She coordinates services for disabled students, including pre-enrollment interviews, counseling, and readers. Telephone 836-6428, campus extension 6428.

FOOD SERVICES

Still referred to by some as Z-6, its architectural designation, the Food Services Building is home of the student cafeteria. This is where all weekday meals are served to those who hold meal tickets. The Food Services Building also contains a private dining room and a large multi-purpose area in the lower level where dances, parties, movies and other types of entertainment are held.

Several types of meal plans are available from Campus Dining Services. The Daily Double "P+L+U+S" (at $495 per quarter) provides two hearty and nutritious meals each weekday in the college cafeteria, plus a $95 allowance as you wish in the Food Court in the Student Center for whole meals or individual items from ther array of choices there: Chick-fil-A, Pizza Hut, Columbo Yogurt, Deli Corner, Tortillas, and Dunkin' Donuts. Simply present your card at the cash register and the amount of your purchase will be automatically deducted from your declining balance account.

Other meal plans include two Quarter S-t-r-e-t-c-h "P+L+U+S" options: one is for any 75 meals in the cafeteria during the quarter, plus $100 to be used in the Food Court (price, $395) and the other for any 50 meals during the quarter in the cafeteria, plus $165 to be used in the Food Court (price $445). In addition, any of the meal "P+L+U+S" plans may be purchased without the cash allowance in the Food Court:

Daily Double 2 meals daily	$400
75 meals per quarter	$345
50 meals per quarter	$230

There's one other thing you may need to know. Should your balance in the supplemental "P+L+U+S" account run low, additional funds may be added at any time during the quarter. Simply stop by the Auxiliary Services Office located in the Student Center.

BUSINESS SERVICES

On the first floor of Melson Hall on Front Campus Drive, the Business Office maintains a cashier's window where students, upon presentation of their I.D. cards, may cash personal checks for up to $40. The cashier's window is open from 8:30 until 11:45 a.m. and from 1:00 until 4:30 p.m. Monday through Friday. This cashier's window is also where various student fees are paid, except during registration when special fee-payment stations are located elsewhere.

For complete information about fees and charges, Business Office policies, refund regulations, cancellation deadlines, etc., see the college catalog or the quarterly class schedule, or contact the Business Office (telephone 836-6400, campus ext. 6400).

INTERNATIONAL STUDENTS

Sylvia Shortt, a counselor in the Student Development Center, is a real friend to all foreign students. If you're from another country, be sure to look her up and get to know her. She can provide assistance and advice about a wide range of concerns and will do everything she can to help you adjust to your new environment. Her office is in Parker Hall.

PLACEMENT AND COOPERATIVE EDUCATION

Not only do the staff in this office help find jobs for graduates and place students in coop positions, but they also help currently enrolled students find parttime jobs during college and fulltime jobs during the summers and Christmas breaks. The Placement Office is in Parker Hall, telephone 836-6431, campus extension 6431.

STUDENT DEVELOPMENT

The counselors in the Student Development Center assist students with personal, career, and educational concerns. They offer a professional, confidential counseling service to enrolled students, and the services are free, except for a small fee for career placement tests. Their offices are in Parker Hall, telephone 836-6428, campus extension 6428.

DAY CARE

The Campus Day Care Center, located in Aycock Hall, is operated for the children of students, faculty and staff with first priority given to students' children. Enrollment is limited to 18 three, four and five year olds. Weekday hours are 8:30 a.m. to 12:30 p.m. following the schedule of regular class days each quarter.

A fee of $150 per quarter is charged and a non-refundable registration fee of $50 is required. For applications and further information, contact the Department of Early Childhood Education at 836-6559.

MICROCOMPUTER LABS

Math/Physics bldg. rm. 113	836-6609
Sch. of Bus. bldg. rm. 134	836-6471
Education Center 118-119	836-6573
Social Science 212	836-6409
Library 208-209	836-6499

Registrations for the following year are held on spring quarter registration day each March.

CAMPUS COMPUTING

The Computer Center at West Georgia College offers a host of computing and related support services. All faculty and students have access to the academic mainframe computer and to several microcomputer labs located throughout the campus. These resources are generally available from 10:00 a.m. to 9:00 p.m. Monday-Thursday, 10:00 a.m.-5:00 p.m. on Friday, and 3:00-7:00 p.m. on Sunday, with the exception that the lab in the Library is open when the Library is open.

For further information about the computing resources, prospective users should refer to the "Handbook of Academic Computing Resources."

WGC is also tied into the University System"s statewide network called PeachNet. PeachNet connects all 34 University System institutions together and gives West Georgia College access to the worldwide computer network known as the Internet.

The Handbook and specific policies are available in the locations listed in the box above.

Information and assistance is available from Academic User Services from 8:00 to 5:00 at the following numbers:

Microcomputer and LAN Technical Services	836-6604
PeachNet and Academic Host Services	836-6586

SOFTWARE AND INTELLECTUAL RIGHTS

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.
Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

15

Organizations and Activities

• STUDENT GOVERNME
• STUDENT ORGANIZ
• RELIGIOUS GROUPS
• STUDENT PUBLICA
• DEBATE • INTRUM
• GREEKS • DEPAR
• STUDENT GOVERNM
ORGANIZATIONS • S
GROUPS • BLACK ST
PUBLICATIONS • TH
• INTRUMURAL SPO
• GREEKS • DEPAR
FRATERNITIES • STUDENT GOVERN
• BLACK STUDENT ALLIANCE

Organizations and Activities

STUDENT GOVERNMENT

Any full time undergraduate or graduate student is eligible to participate in Student Government. The S.G.A. promotes the general welfare of the students. It receives student complaints, investigates student problems and participates in decisions affecting students.

S.G.A. is composed of an executive, legislative and judicial branch and the Freshman Council. The student body elects a President, Vice-President and Judiciary Chairman. The constitution calls for a Student Congress consisting of 20 voting representatives. Seventeen of these are from the student body at large and three are from the Freshman Council.

The S.G.A. office is located on the lower level of the Student Center. The officers welcome you to visit the S.G.A. office and solicit your advice, participation, and support. The telephone number is 836-6526, campus ext. 6526.

STUDENT ACTIVITY FEE

Each student taking over 5 hours per quarter is required to pay a student activity fee. For this fee, students receive free admission to student drama and fine arts productions, free copies of the weekly campus newspaper *The West Georgian*, free admission to athletic events, and discounted admission to all events of The Student Activities Council. Activity money is also used to fund fine arts, athletics, debate, the concert band,opera workshops, and many other college activities. A joint committee of faculty and students makes recommendations each year on how the activity fee should be allocated to various student groups and activities.

Become involved in your Student Government Association and have a voice in saying where your activity fee money should be spent.

STUDENT ORGANIZATIONS

There are almost one hundred different student organizations at West Georgia. In other words, there's something for practically everyone, ranging from clubs affiliated with academic departments, professional and honorary organizations, political and religious groups, to service clubs, recreational and sports clubs, and social fraternities and sororities. Many of these are listed later in this section of *The Uncatalog*, so look them over and decide what you may be interested in.

A number of advantages come with registration as a WGC student organization. For example, groups can reserve college facilities for meetings and special events, reserve college-owned vehicles for official club business, get material printed at the print shop (known as "Central Duplicating"), post notes on bulletin boards, use the college mail service, invite speakers to the campus, and sponsor fund raising projects. As one may guess , however, there are established procedures for accomplishing each of these tasks, and the Student Activities Office in the Student Center is the place to go for information about how to get them done.

The staff of the Student Activities Office conducts an annual review of all student organizations to determine their eligibility as registered student groups. They enforce the college regulations relating to student organizations, such as the policies on hazing and use of alcoholic beverages at student functions. They also must approve notices before they are posted on bulletin boards, sign off on requests to use college vehicles, and make the room reservations for group meetings and other events.

By all means, contact the Student Activities Office if you have questions about any particular group, regulations governing student groups, how to become a member of a group, or how to get a group organized and approved. Don't be put off by the sometimes frantic activity of this office. Hang in there and let someone know what you want. A staff member will be glad to help you.

STUDENT ACTIVITIES COUNCIL(SAC)

The Student Activities Council provides a variety of social, cultural, and educational programs and co-sponsors events with other campus organizations. In addition to providing entertainment weekly, SAC plans major events each quarter.

Students are encouraged to offer suggestions and join the various committees which make up the SAC. The committees include contemporary music, films, recreation, special events, publicity, lyceum, and the technical committee.

The SAC is coordinated by an executive branch composed of a chairman, secretary, and the chairmen of the seven committees. The Director and Associate Director of Student Activities act in an advisory capacity.

Many events are free, and for others there is a nominal admission charge. The SAC office is located on the ground floor of the Student center, and interested students are welcome to stop by. The phone number is 836-6526, campus ext. 6526.

RELIGIOUS GROUPS

Various religious organizations assume responsibility for directing religious activities on campus, encouraging attendance at the house of worship of one's choice, endeavoring to instill in students a deeper understanding of their faith, and engaging generally in programs of religious emphasis.

Student religious groups include the Baptist Student Union, Campus Outreach, Christian Campus Fellowship, In Covenant with Christ, Students in Touch, United Voices Gospel Choir, Wesley Foundation (Methodist), Newman Club (Catholic), Students for Christ, and Inter-Faith Council.

BLACK STUDENT ALLIANCE

The purpose of the Black Student Alliance (BSA) is to promote positive cultural understanding through academic and social events. It organizes and promotes knowledge of African heritage and presents it through extracurricular programming. BSA is open to all members of the WGC community who wish to gain a greater understanding of African culture.

STUDENT PUBLICATIONS

The *West Georgian* is the student edited and managed campus newspaper,

There are good times to be had by anyone who seeks them, and always another job to be done by someone who's willing, among the registered student groups at West Georgia. Departmental organizations. . . social, recreational and athletic activities. . . religious and service group. . . fine arts for performers and patrons. . . honorary and academic pursuits. . . intramural and intercollegiate sports. . . student government. . . parties and entertainment. . . Do something constructive, and HAVE FUN!

distributed free at various campus locations on Wednesdays. All students are invited to work on the staff in news, sports, arts, and photography. The office is located on the lower level of the Student Center and the phone number is 836-6527, campus ext. 6527.

The Eclectic is a literary magazine published each spring quarter. It contains poetry, prose, art, and photography. Material should be submitted to *The Eclectic* in care of the WGC English Department. A brief biographical publication sketch is requested.

WWGC FM 90.7 AND CAMPUS CLOSEUP

WWGC-FM, the college radio station, is managed and operated by students and provides entertainment for the campus and surrounding areas as well as valuable instruction and experience for those students in the mass communications field. *West Georgia Closeup*, which airs quarterly on the local cable TV network, provides similar opportunities for those students interested in television production.

THE ARTS

From Broadway plays to opera to jazz bands, West Georgia College's fine arts departments offer many opportunities for student performance. Both music and speech-theatre productions are scheduled year round with many performance groups active on campus.

Several exhibit areas in the Humanities Building are the scene of frequent student and faculty art exhibits as well as traveling exhibits.

MUSIC

The Concert Choir is a large choral group which makes concert tours both in and out of state and which has, on occasion, been selected for Eastern European tours.

The Chamber Singers is a small choral group noted for singing madrigals. This group presents an annual Christmas celebration in full costume of old England.

The WGC Marching Band is one of the larger musical groups on campus. The West Georgia Symphony Band is the concert band, and the Jazz Ensemble is a different group which frequently tours high schools in the state performing contemporary band literature.

Opera Workshop is another highly entertaining musical activity and has for several years presented performances of major operas. There are a number of other small choral and instrumental groups which perform quarterly on campus.

THEATRE

One Flew Over The Cuckoo's Nest, The Diary of Anne Frank, and Crimes of the Heart are among past theater productions. Each fall a major drama is staged for a week-long run.

Winter quarter offers major productions such as *Who's Afraid of Virginia Wolfe* as well as well as a festival of student directed one-act plays.

Music and theatre combine in the spring for a week-long performance of a musical such as *South Pacific, Fiddler on the Roof,* and *Sound of Music.*

DEBATE

West Georgia College has an outstanding debate program. In 1993, for the twenty-first consecutive year, a West Georgia team qualified for the National Debate Tournament. Only five other colleges in the nation have qualified as many or more times consecutively to join this tournament: Harvard, Kansas, University of Southern California, University of Redlands, and Georgetown.

NONTRADITIONAL STUDENTS' GROUP

The Phoenix Consociation is an organization for nontraditional students. The purpose of the group is to provide a network of support for older students through social interaction, educational presentations, financial assistance as available, and group support meetings. Interested students are welcome to participate in any facet of the organization. For more information about the Phoenix Consociation, you may telephone the group's advisor , Marileen Eubanks-Nichols in the Student Development Center (836-6428).

INTRAMURAL SPORTS

West Georgia College provides an excellent program of year-round intramural athletic activities for both men and women. A variety of team and individual events is scheduled so that every student has the opportunity to participate. Team sports include flag football, basketball, soccer, tug of war, volleyball, softball, aerobics, etc. Badminton, horseshoes, tennis, cycling and weightlifting are some of the individual sports offered.

Sports clubs include karate, outdoor adventure, volleyball, weight lifting, and soccer. The soccer club participates in the fall and spring by playing school clubs in Georgia and other states.

Outdoor programming is structured to offer students adventure and the opportunity to challenge themselves. Trips include rock climbing, white water rafting, snow skiing, and back packing/ camping in wilderness areas.

Students desiring to participate may join existing teams or form their own. Regardless of the type of activity, every student must sign the "Waiver of Liability" and "Assumption of Risk" forms which are available in the Intramural Office. For additional information and schedules, contact the Coordinator of Intramurals and Recreation, telephone 836-6617, campus ext. 6617, located in the basement of the old Auditorium.

Beginning in the fall of '92, students must present their WGC IDs to be able to use the free receational facilities (fitness center, swimming pool and old auditorium gym) of the Intramurals Department. You'll present your ID to the Intramural staff on duty to receive a user's pin and must wear this pin in an easily observable area of your clothing. When finished with your activity, you'll return the pin to the staff and receive your ID.

INTERCOLLEGIATE ATHLETICS

West Georgia College has not only one of the most varied intercollegiate athletic programs among college division schools nationally, but it is among the most successful as well.

The College fields men's teams in baseball, basketball, cross country, football, golf and tennis, while women's programs are offered in basketball, cross country, softball, tennis and volleyball. All of West Georgia College's men's and women's teams are affiliated with Division II of the National Collegiate Athletic Association (NCAA).

West Georgia College is a member of the seven-member Gulf South Conference which represents Georgia, Alabama, Mississippi, and Tennessee. The Conference boasts 21 national championships in eight sports since 1970 and annually places teams in the championship tournaments of virtually every sport of NCAA Division II competition.

Unique to West Georgia is that the Braves have to their credit the state's first national collegiate basketball championship. Also, since West Georgia became a Gulf South Conference member, the Braves have captured two league basketball titles.

When football was re-established at West Georgia in 1981 after an absence of twenty-three years, a predominantly freshman team startled the college football world by turning in an unbeaten season and earning a number six national ranking. In 1982, the Braves won the national championship in Division III, thereby making West Georgia one of only six schools in the nation ever to win national titles in both football and basketball.

West Georgia also is noted for its women's intercollegiate athletic teams. The women's basketball team won the conference title in 1989 and the conference tournament title in 1992. Volleyball also has been successful, having won numerous state championships.

GREEKS

As in many other American colleges and universities, fraternities and sororities play a distinctive role at West Georgia College. They offer opportunities for students to develop lasting friendships, contribute to the broader community through service, and participate in social, cultural, and athletic activities. Twenty Greek letter social organizations are represented on the West Georgia College campus.

A Black Greek Council, Interfraternity Council, and Panhellenic Council exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Rush) for group conduct, plan various activities such as Greek Week and service projects, and design public relations publications.

Panhellenic formal Rush is held before classes begin for fall quarter. During the summer, registration forms are sent to all women accepted to West Georgia for the fall quarter. There is a minimal charge to cover the cost of activities for the week.

Panhellenic, The Black Greek Council, and Interfraternity Council also hold open Rush functions the first two weeks of each quarter. Information can be obtained from announcements on bulletin boards, individual fraternity or sorority members, or the Student Activities Office. All students, depending upon individual fraternity or sorority rules, are invited to participate in Rush.

The Greek social organizations are listed below:

BLACK GREEK COUNCIL

FRATERNITIES	SORORITIES
Alpha Phi Alpha	Alpha Kappa Alpha
Kappa Alpha Psi	Delta Sigma Theta
Omega Psi Phi	Sigma Gamma Rho
Phi Beta Sigma	Zeta Phi Beta

INTERFRATERNITY COUNCIL-FRATERNITIES

Alpha Tau Omega	Pi Kappa Alpha
Chi Phi	Sigma Nu
Kappa Sigma	Tau Kappa Epsilon

PANHELLENIC COUNCIL-SORORITIES

Alpha Delta (Local)	Delta Delta Delta
Alpha Gamma Delta	Kappa Delta
Alpha Xi Delta	Phi Mu
Chi Omega	

ACADEMIC REQUIREMENT FOR GREEKS

In order to pledge a Greek social fraternity or sorority, a student must have a 2.0 academic GPA in high school or a 2.0 college GPA based on a minimum of 12 hours. No one enrolled in two or more Developmental Studies courses is eligible to pledge. Some organizations have higher requirements for pledging based on their national policies.

If a Greek organization's quarterly chapter GPA drops below a 2.2, it will be placed on probation until the quarterly GPA reaches the requirement. The first quarter the GPA falls below the standard, the chapter will be placed on social probation. If this happens a second consecutive quarter, the chapter may not participate in any social functions or intramurals; and if the chapter continues to fall below the standard, it runs the risk of being removed from campus or being placed on strict social probation and receiving other sanctions.

The Student Activities Office administers these policies. If you have questions about them or would like to receive a copy of the complete policy governing Greek Organizations, go by the Student Activities Office in the Student Center.

HONORARY GROUPS

Alpha Kappa Delta-An honor society in sociology, open to students with 3.0 average in sociology courses and a 3.0 overall GPA.

Alpha Lambda Delta-Encourages superior scholastic achievement among female students in their first year, open to those who have completed 15-45 quarter hours with a GPA of 3.5 or better.

Beta Gamma Sigma-National business honor society, encourages scholarship among business students and fosters integrity in the business operations.

Delta Omega Chi-Pre-med honor society for juniors and seniors, with invitations to membership based on academic excellence and interest in the medical field.

Gamma Theta Upsilon-An international honorary geographical society. Regular members must have completed 3 courses in geography with a 3.0 overall GPA.

Ingram Scholars-An organization whose dual purpose is to recognize superior scholarship and, through monthly meetings, to encourage faculty-student interaction. Membership by invitation based upon academic performance.

Kappa Mu Epsilon-A national mathematics honor society. Membership is based on excellence in math courses and a superior college academic record.

Omicron Delta Kappa-A leadership honorary for junior and senior men and women.

Order of Omega-A national Greek leadership society based on scholarship and service to the Greek system.

Phi Alpha Theta-An international honor society in history. Membership is based on an overall GPA of 3.0 and 3.0 in twenty hours of history.

Phi Delta Kappa-A professional education fraternity. Prospective members must be approved by members and must have a baccalaureate or earned degree.

Phi Eta Sigma-Encourages and rewards high scholastic attainment among freshmen in institutions of higher learning.

Phi Kappa Phi-Emphasizes scholarship and stimulates mental achievement by the prize of membership, which is by invitation to seniors and graduate students.

Phi Mu Alpha Sinfonia-An honor society for men promoting excellence in music.

Phi Sigma Iota-Foreign language honor society for juniors, seniors, grad students and faculty. Requires overall B average and B average in foreign languages.

Pi Gamma Mu-National honor fraternity for the social sciences, it promotes interest in and recognizes excellence of students in the social sciences.

Pi Sigma Alpha-A national honor society for female students toward a degree in music. Members must maintain a GPA of 3.0 in music classes.

Sigma Tau Delta-A national honor society for the purpose of stimulating interest in literary activities. Members must maintain a GPA of 3.0 in English courses.

Student Honors Council-Represents students participating in the WGC Honors Program and plans events of interest to Honor Students.

DEPARTMENTAL ORGANIZATIONS AND PROFESSIONAL FRATERNITIES

Accounting Club
Alpha Kappa Psi (Business Administration)
American Chemistry Club
American Marketing Association
Computer Science Club
Economics Club
French Club
Geography Student Organization
Geology Club
Georgia Association of Nursing Students
Italian Club
Japanese Club
Phi Beta Lambda (Business Education)
Phi Chi Theta (Business Administrtion)
Phi Epsilon Kappa (Physical Education)
Physics/Engineering Club
Pre-Law Society
Society of Professional Journalists
Spanish Club
Sports Medicine Club
Student Council for Exceptional Children (Special Education)
Student Chapter of National Art Education Association
Student Georgia Association of Educators (SGAE)
Student League
Student Wellness Advisory Team (Health Services)
Theatre Company

SPECIAL INTEREST GROUPS

Adventure Gaming Society-promotes the constructive use of imagination through adventure gaming and science fiction and fantasy arts.

Alternative Lifestyles Coalition - Promotes issues related to gays, lesbians, bisexuals and serves as a support group.

Auxiliary Musician Organization-Provides support for musicians and auxiliary units at WGC.

BACCHUS-Promotes efforts to alleviate the problems of alcohol misuse and abuse and promotes responsible decisions about drinking within the campus community.

Black Student Alliance-Addresses minority concerns through social and educational programs.

Campus Greens - Promotes ecological wisdom, deomcracy, social justice, respect for diversity and personal and global responsibility.

Cavaliers Club - Exists to enrich the experiences of WGC students and to serve the community.

Cheerleaders-Promotes spirit during football and basketball games.

Chess Club - Promotes interest in the game of chess.

Circle K International - Focuses on community service, leadership and friendship by serving the campus and community.

College Republicans-Promotes the principles of the Republican Party among WGC students and aids in the election of Republican candidates at all levels of government.

Film Fest - Provides opportunities for viewing non-traditional cinema and teaching the techniques of film making.

GAMMA (Greeks Advocating the Mature Management of Alcohol) - Members of the Greek Life who develop and implement programs geared towards responsible use of alcohol.

GIFT (Gays in Faith Together) - Serves the bisexual/gay/lexbian students by providing a Christian union for those who worship.

Human Individuals - Provides alternative choices in various activities: poetry, music, art, nature, and the mind.

International Club-With membership open to all international students at WGC, the group learns about lifestyles and culture of the U.S. and other countries, make trips, and informs others of various cultures of the world.

Judo Club-Develops its members physically to help them defeat their competitors in tournament play and encourages the perfection of their characters.

Karate Club - Promotes interest in the martial arts.

Medieval Re-enactment Society - Strive to recapture the ambiance of the Middle Ages and the Renaissance through research, pageantry and re-enactments.

NAACP - Serves to improve the political, educational, social and economic status of minority groups and to keep the public aware of the adverse effects of racial discrimination.

Outdoor Adventures Club - Teaches proper repelling and free-climbing techniques and promotes an appreciation for outdoor recreation.

Phoenix Consociation-Support group for older students.

Position One Dance Company-A contemporary dance group, whose male and female members are selected by audition, performs jazz, country, and modern dances.

Residence Hall Association-Provides programming, development, and unity among campus residence halls. Open to representatives from each hall.

Satin Dolls and Gents-A group dedicated to the promotion of musical awareness and the appreciation of music.

Soccer Club-An intercollegiate club open to men who demonstrate a skill in playing soccer.

SPECIAL - Assists students with physical and hearing disabilities

Straight But Not Narrow - "Straight" people who work in coalition with the gay/lesbian/bisexual community for fairness and equality.

Student Activities Council (SAC)-Produces, promotes and presents social, cultural, and entertainment programs funded by Student Activity Fees.

Student Environmental Awareness Association-Promotes awareness of environmental conditions and provides educational programs, funds and support to improve the environment.

Student League-Promotes WGC by participating in orientation and visitation days and promotes leadership development among student groups.

United Voices Gospel Choir-Promotes spiritual growth, fellowship, unity, and creates a spiritual atmosphere among students by sharing through song and praises with the communities of Georgia.

Volleyball Club - Encourages participation in the game and raises the level of competition in the Southeast.

Weight Lifting Club - Dedicated to promoting physical and mental wellness through weight training.

West Georgia Host Committee-Serve as hosts and hostesses at all Brave's home football games and during official visits by recruits after football season.

West Georgia Track Club - Provides and opportunity for training and development in the area of running.

WGC Civil Liberties Union - Protects civil rights and civil liberties of students and promotes discussion and awareness of civil rights and civil liberties issues.

Young Democrats-Promotes the policies and practices consistent with the highest principles of the Democratic Party, supports Democratic candidates and promotes political power by young people.

Young Libertarians - Promotes individual freedom, less censorship and economic regulations, equal opportunity and the patriotic ideals of the *Declaration of Independence* and the *Bill of Rights*.

Alma Mater

In the western pines of Georgia standing strong and true,
Our wise Alma Mater beckons to the Red and Blue,
Though you be in learning founded youthful yet you be,
While thus guided by tradition yet you still breathe free,
Dear West Georgia, Dear West Georgia, Standing strong and true
Our wise Alma Mater beckons to the Red and the Blue.

Rights and Responsibilities

• RULES AND REGULAT
• STUDENT ID CARDS
• TRAFFIC CODE • FR
• ALCOHOLIC BEVERA
• USE OF COLLEGE F
• WEATHER/EMERG
SELLING • PSYCHO
• RULES AND REGULA
ID CARDS • ID CARD
CODE • FREEDOM O
• ALCOHOLIC BEVER
• USE OF COLLEGE F
• WEATHER/EMERGENCY CLOSING
SELLING • PSYCHOLOGICAL INSTABILITY

Rights and Responsibilities

RULES AND REGULATIONS

The College has formulated a number of policies and standards of which you will need to become aware. Many of these are included in this section of the handbook and in the Appendices. Read these at least once so that you'll know where to look in the future.

If you're unsure about any policies mentioned here, these are some places to go for information. For example if you're planning an event and need assistance, stop by the Student Activities Office in the Student Center or telephone 836-6526, campus ext. 6526. Questions concerning personal conduct should be directed to the residence hall staff or the Vice President's Office in Student Services, Mandeville Hall; telephone 836-6423, campus ext. 6423. Problems with academic standards should be taken to your department chairperson's office or to the appropriate school dean.

Remember: if in doubt about anything you plan to do, consult this handbook or the appropriate office or document.

Other college publications containing rules and regulations with which students should become familiar are the Residence Hall Handbook (available from the Office of Residence Life), the Traffic Code (a book distributed by the Department of Public Safety), and the WGC catalog or Bulletin (free from Admissions).

PERSONAL CONDUCT

The following passage comes from the introduction to the Student Conduct Code of WGC and should be taken to heart:

"Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students."

"College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college."

A complete statement of the Student Conduct Code, its rules, procedures, guarantees of students' rights, disciplinary measures, and appeal procedure is given in Appendix A of this handbook.

STUDENT I.D. CARDS

Each student who registers and pays fees receives a photo identification card. The same card is used during a student's entire enrollment at WGC by being validated as the student pays fees each quarter during registration. **These cards are non-transferrable** and are made available free of charge to students. There is a replacement cost of $10 should the card be lost or destroyed. Cards are made by the Student Activities Office staff in the Student Center after being paid for in the Business Office in Melson Hall.

Since the card has so many uses, students should carry it with them at all times. It's used to check books and other items out of the Library, to complete financial transactions with the Business Office, as an admission ticket to sporting and cultural events, for identification purposes by personnel in the Registrar's Office, Testing Office, Health Service and Public Safety Department, and is validated as the student's meal ticket.

Should a college official in carrying out official duties request that a student surrender his/her I.D. card, the student is obligated to comply with the request. If a student withdraws from school, the I.D. card must be turned in to the Registrar's Office in Mandeville Hall.

In addition to official college functions, you'll find the student I.D. is also very useful off campus, especially when cashing checks in town or confirming your student status for discount admissions, student promotions and the like.

I.D. CARDS FOR STUDENT'S DEPENDENTS

Because of requests to make college activities more accessible to dependents of West Georgia students, the college has instituted an I.D. card for spouses and children of West Georgia students. These cards entitle the holders to participate in the following functions on the same basis as WGC students: movies, game room, basketball games, football games, concerts, special events, theater productions, gym facilities, and library.

The cost for a student dependent I.D. card is $15 a year for adults, $7.50 per year for dependents aged 6-17, and free for children under the age of 6. The fee is prorated: adults pay $15 in the fall quarter, $10 in the winter, and $5 in the spring quarter. Children aged 6-17 pay $7.50 in the fall quarter, $5 in the winter, and $2.50 in the spring. The cost for a card to be effective in the summer only is $5 for adults and $2.50 for children aged 6-17.

To obtain I.D. cards for dependents, first pay for them at the cashier's window in the Business Office, Melson Hall, and take the receipt to the Student Activities Office in the Student Center to have the I.D.s made.

THE TRAFFIC CODE AND DESIGNATED PARKING ZONES

Everyone who operates or parks a vehicle on campus is required to register with the Department of Public Safety in Aycock Hall. With so many cars and limited parking spaces in certain areas, it is necessary to have a system of designated parking zones on campus.

Residence hall students are assigned to zones near their halls, commuting students are assigned to other areas, and the faculty and staff also have approved zones. There are some larger, outlying parking areas which are unrestricted so far as the zoning is concerned. The decal or parking permit affixed to the rear left bumper of vehicles designates the approved parking zone for that vehicle, and drivers who park in inappro-

By most definitions, whether based on legal age limits or other criteria, college students are adults, and as members of the college community, they are generally treated as such. What frequently is not so obvious at first, however, and sometimes not so comfortable, is the corresponding feature of this arrangement – responsibility.
This section of the handbook is designed to acquaint students with some of their rights and responsibilities as West Georgia College students.

priate zones will be ticketed with parking violations. This system is designed to limit traffic flow within the campus so that it will not become more and more congested.

Inevitably, there are some students who flagrantly ignore parking regulations, and some of these will accumulate parking tickets by the score, resulting in "holds" being placed on their registration for classes for next quarter because of the large bill they owe the college. To avoid a hassle, pay all traffic and parking tickets promptly.

A Traffic Appeals Committee, headed by the elected Student Judiciary Chairperson, meets regularly to hear appeals on parking tickets and related matters. All moving violations which occur on campus, however, are handled through the city or state courts and cannot be appealed through the Traffic Appeals Committee. See the Traffic Code booklet, available from the Department of Public Safety, for complete details about registering vehicles, traffic and parking areas, and the appeals procedure in parking related cases.

FREEDOM OF EXPRESSION

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the college supports the right of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

In order to assure equal opportunity for all, preserve order on campus, and provide a secure, safe environment, the College has established a set of regulations governing the time, place and manner of expession. See Appendix K for the full text of this policy and be sure to check with the appropriate office if you have questions about approved procedures or what is acceptable behavior.

DRUG FREE CAMPUS

State and federal legislation place specific responsibilities on the college to promote a drug-free campus. Alcohol and drug information programs which address the risks of drug and alcohol abuse are publicized and available. Faculty, staff and students with problems can be referred for appropriate assistance.

Standards of conduct at West Georgia College prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at college functions. Penalties for violations of these standards range from warnings and probation to expulsion, referral to the legal system for prosecution, and loss of employment.

A complete statement of the college's policy regarding the Drug-Free Communities and Schools Act Amendements of 1989 is published annually in the fall quarter *Schedule of Classes* and is distributed to all new students during orientation. Copies of the policy may be obtained in the Personnel Office, Melson Hall and the Office of Vice President for Student Services, 116 Mandeville Hall.

ALCOHOLIC BEVERAGE POLICY

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore, the policy below has been adopted. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Student Conduct Code, Appendix A.

1. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty-one will be present.
2. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in item 3 below.
3. Alcoholic beverages (beer and wine only) may be served at or brought to scheduled events on campus where persons under the age of twenty-one will not be present in the Food Service Building, the Student Recreation Center, the Alumni House, and the Performing Arts Center. All such events must be approved by the Vice President for Student Services or his designee, who will require appropriate supervision.
4. The sale in any manner of alcoholic beverages is prohibited. The legal definition of "sale" includes exchange of money, before, during or after the events, including but not limited to coupons, admission charges, and "donations."
5. No college funds, including Student Activities funds and residence hall social fees, shall be used to purchase alcoholic beverages.
6. The furnishing of alcoholic beverages to persons under the age of twenty-one and the possession or consumption of alcoholic beverages by persons under the age of twenty-one will subject the violator to college disciplinary action and/or arrest.
7. No alcohol can be present at any Rush function.
8. Advertising of events at which alcoholic beverages will be served cannot include references to alcohol nor imply sponsorship by the college.

ALCOHOLIC BEVERAGE GUIDELINES FOR STUDENT ORGANIZATIONS

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not twenty-one years of age or older and serving of alcoholic beverages to intoxicated individuals. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be served or brought to a function away from the campus. Student organizations planning to sponsor events off campus at which alcoholic beverages will be consumed are asked annually to meet with a member of the Student Activities staff to discuss legal problems and other concerns related to such events

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and college policies.

2. The organization should emphasize that participants should not drink and drive.

3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese & crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served they should be unsalted.

4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.

5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.)

6. The organization should stop serving alcoholic beverages at least one hour before the function ends.

7. No contest involving alcohol should be encouraged.

8. Open parties, meaning those with unrestricted access, which are structured around the consumption of alcoholic beverages, should be prohibited.

9. The organization and its members should not force drinks on their guests.

10. Fraternities, sororities, and other organizations should develop and support programs that seek to educate members on alcohol awareness.

HAZING

All hazing is forbidden at West Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations strictly prohibit hazing of any kind. The Student Conduct Code prohibits "All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering." All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in Appendix B.

CONFIDENTIALITY OF STUDENT RECORDS

In 1974 the U.S. Congress passed a law, the Family Educational Rights and Privacy Act (FERPA), which states that an educational institution must establish a written policy concerning the confidentiality of student education records and that students must be notified of this statement of policy and their rights under the legislation. In accordance with the Act, students at West Georgia College are hereby notified that they have the following rights.

1. The right to inspect and review their own educational records covered by the Act.

2. The right to challenge (seek correction of) the contents of these records.

3. The right to a hearing, if necessary, for a fair consideration of such a challenge.

4. The right to place an explanatory note in the record in the event that the challenge of contents is unsuccessful.

5. The right to withhold directory information from publication.

6. The right to control, with certain exceptions, the disclosure of the contents of their records.

7. The right to be informed of the existence and availability of the institutional policy concerning FERPA rights.

8. The right to report violations of FERPA legislation to the U.S. Department of Education.

See Appendix G of this handbook for a complete list of educational records maintained on students, the custodians of those records and specific policies and procedures for administering the steps required by FERPA.

"HOME AWAY FROM HOME"

Carrollton, a growing suburban home of 18,000 people, is also the home-away-from-home for over 4,500 of West Georgia College's 7,500 students. You will be pleased to find how much a city of its size has to offer to college students and that you don't have to leave Carrollton to satisfy most of your off-campus needs.

The students of West Georgia College and the people of Carrollton have traditionally enjoyed a mutually cooperative relationship. Despite Carrollton's rapid growth, you will find that it still possesses a friendly, down-home atmosphere.

The College urges you to treat Carrollton, your home-away-from-home, as you would your own home. . .with respect for its laws, its property, and its people.

Many students have utilized Carrollton's resources and gotten to know its people. Community involvement is a valuable experience in your total education, and the College encourages you to "discover Carrollton" while you are here.

USE OF COLLEGE FACILITIES BY NON-COLLEGE PERSONNEL

As any WGC student who has attended summer school knows, facilities at the college are sometimes used by others than students and faculty. This is clearly demonstrated by the large number of drill teams, sports camps, band groups and others who visit the campus during the summer. The following guidelines have been adopted by the college to govern such use by non-college personnel.

1. Invited guests are allowed use of college facilities provided they are:

   a. Invited by an individual student for a specific occasion.

   b. Invited by an agency of the college for conferences, special functions, tours, or official visits.

   c. Invited by a recognized student organization to attend specific programs.

2. Public Service programs or meetings are commonly scheduled:

   a. Programs of a special nature which are principally designed to provide members of the college community

with viable linkages with a larger city community on matters of social and cultural relationships and with public service projects or activities.

b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.

c. Programs sponsored by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determined to be in the best interest of the college.

WEATHER/EMERGENCY CLOSING

Because of the difficulty of making up lost time, classes are cancelled only in extreme circumstances. In the event of emergency college closing, announcements will be made over the campus radio station as well as radio stations in Carrollton, Newnan, Bremen, and Douglasville, and radio and television stations in Atlanta.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgement in those situations and to consult with individual faculty members as to making up lost class time.

The college reserves the right to schedule additional class sessions should some be cancelled.

Official announcements about class cancellations will be made only by the President and/or the Department of Public Relations.

Information on closing can also be obtained by calling the Department of Public Safety, 836-6600 (day and night), or the Department of Public Relations, 836-6464 (daytime only).

STUDENT VOTING PRIVILEGES

Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting."

Students should plan to submit absentee ballots when they will be away from home on election days, and they should apply for the absentee ballot well in advance of the election date.

Students may register to vote and request forms for absentee ballots in the Irvine S. Ingram Library on the campus.

CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that he or she is entitled to be reclassified as in-state may petition the Registrar for a change in status. The petition must be filed no later than midterm in order for the student to be considered for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters. The necessary forms for this purpose are available in the Registrar's Office.

A student whose reclassification petition is denied by the Registrar may, within five working days or one calendar week, appeal that decision. Complete appeal procedures are available from the Offices of Registrar in Parker Hall and Vice President for Student Services, in Mandeville Hall.

ADVERTISING, SOLICITATION, AND SELLING

These policies and procedures have been approved and are applicable to all members of the college community:

1. Advertising, solicitation and selling of a commercial nature, directly by a vendor or through a campus organization, are not permitted except in campus publications and through contractural arrangements with the college Business Office as stipulated in the policies of the Board of Regents. The Student Activities Office in the Student Center (telephone 836-6526) may be contacted for more information.

2. Non-commercial selling by college-related organizations and distribution of non-commercial information are allowed in public areas when approved by the Student Activities Office in the Student Center. The Student Activities Office establishes guidelines for such activity.

3. The following procedures shall be followed concerning the solicitation of businesses and individual on or off the campus for contributions to projects or organizations of the college:

   a. There shall be no soliciting of funds, prizes or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the Office of the Director of Development and/or others expressly authorized by the President.

   b. The privilege of selling advertising is restricted to *The West Georgian* unless specific authorization is granted by a committee consisting of the Director of Development, Director of Public Relations and the Director of Student Activities.

PSYCHOLOGICAL INSTABILITY

Students showing evidence of psychological instability that may pose danger to themselves or to others, or may interfere with the normal functioning of the college, may be required by the Office of Student Services to see a psychologist or psychiatrist. If the student does not secure psychological help, or if the student's behavior warrants it, he or she may be withdrawn from the college. Confirmation from a psychologist or psychiatrist that the student may return to the college without danger to self or others and will not disrupt the normal functioning of the college is necessary for readmission.

SEXUAL HARASSMENT BANNED

Sexual harassment is a very sensitive issue, and charges of sexual harassment

can lead to very real legal ramifications for both employees and students of an educational institution. Legal bases for claims of sexual harassment may be made under Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, and Executive Order 11246. An offender is subject to criminal liability for assault and battery and civil actions for tortious interference with an employment contract, intentional infliction of emotional harm, breach of contract or interference with the performance and progress of students. Sexual harassment will not be tolerated by the college and may be grounds for immediate suspension, dismissal or other appropriate actions.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting an individual, or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

An aggrieved student who wishes to file a complaint involving sexual harassment should initiate this complaint by discussing the grievance with the appropriate dean or director. From that point forward, this official will advise the student appropriately regarding additional steps in the grievance process.

To obtain a copy of the institution's complete policy statement on sexual harassment or to ask questions concerning sexual harassment, students should contact one of these offices:

Affirmative Action Office
222 Mandeville Hall
Telephone 836-6435
Campus Extension 6435 or
V.P. for Student Services
116 Mandeville Hall
Telephone 836-6423
Campus Extension 6423

Students must be aware that they too can be charged with sexual harassment if they make unwanted sexual advances.

CIVIL RIGHTS OF STUDENTS ASSURED

It continues to be the policy of West Georgia College to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, national origin, religion, age, veteran status, or handicap. The college does not discriminate against any student or applicant in regard to any position for which the student is qualified.

For those with physical or mental limitations, the college will provide reasonable accommodations. Handicapped students who have special needs should contact Dr. Ann Phillips in the Student Development Center, Parker Hall (telephone 836-6428, campus extension 6428), to discuss their concerns and needs. She coordinates services for disabled students, including pre-enrollment interviews, counseling, and readers.

Any student who believes that he or she has been discriminated against because of race, creed, color, sex, national origin, religion, age, veteran or handicapped status is encouraged to let appropriate authorities at the college know of this treatment. If the student chooses, he or she may file a grievance through the channels outlined in "Civil Rights Grievance Procedures for Students," Appendix C of this handbook.

A student who wishes to know more about these procedures or talk with someone for advice about how to proceed with a complaint may wish to contact Mr. Charles Wison, the Affirmative Action Officer of the college (836-6435, campus extension 6435); Dr. Jacqueline Michael, Director of Personnel (836-6412, campus extension 6412); one of the counselors in the Student Development Center (836-6428, campus extension 6428); or any member of the Division of Student Services.

PREVENTING SEXUAL ASSAULT

About half of all sexual assaults are committed by someone known to the victim. Many of these are termed "date rape," where the woman is coerced into unwanted sexual activity by her date. Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; whether or not you know the rapist doesn't make it any less rape.

If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "No," do whatever is necessary to get the point across. If you are going out on a blind date or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home by myself? Will other people be around? Does anyone else know where I am going? **A little advance thought may prevent you from finding yourself in a vulnerable situation later.**

See Appendix C page 40 for information on the rights of victims of sexual assaults.

Appendices

Appendix A

STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the College and the laws of the community, state, and nation and to respect the standards of their fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. In completing the application for admission to West Georgia College, the student agrees to abide by the rules and regulations of the College. Students should realize that they may be held accountable through the College discipline system for their behavior, whether on or off campus, when an offense is directed at the College or a member of the College community and is a violation of the Student Conduct Code.

CONDUCT CODE: PROHIBITED CONDUCT

Definition of terms used in this conduct code:

College premises means buildings or grounds owned, leased, operated, controlled or supervised by the College.

College sponsored activity means any activity on or off campus which is initiated or supervised by the College.

The following misconduct is subject to disciplinary action. Attempts to commit acts prohibited by this code shall be dealt with in the same manner as completed violations.

1.00 LOCAL, STATE, AND FEDERAL LAWS

Failure to abide by local, state and federal laws.

2.00 ACADEMIC DISHONESTY

All forms of academic dishonesty, including cheating, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise.

Cheating means using or attempting to use unauthorized materials, information or study aids.

Fabrication means falsification or unauthorized invention of any information or citation.

Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

3.00 DISRUPTIVE BEHAVIOR

Interfering with normal College sponsored activities, including, but not limited to, studying, teaching, research, College administration, disciplinary or public service activity, or fire, police or emergency services. Such prohibited behavior includes but is not limited to obstructing the free movement of others, interfering with the use of College facilities, the abuse or unauthorized use of sound amplification equipment, and interfering with the freedom of expression of others.

(In relation to this section, see the College policies governing the use of sound amplification equipment, freedom of expression, and scheduled demonstrations and marches.)

4.00 DISORDERLY CONDUCT

.01 Disorderly or obscene conduct or breach of the peace on College premises or at College sponsored activities.

.02 Physically assaulting, otherwise harassing, or threatening to do the same to any person on College premises or at College sponsored activities.

.03 Entering or attempting to enter any event sponsored or supervised by the College without credentials for admission; for example, a ticket, identification card, invitation, or any reasonable qualifications established for attendance.

.04 Interfering with, giving false name to, or failing to cooperate with properly identified College officials acting in the performance of their duties.

5.00 WEAPONS

Unauthorized use, possession or storage of any weapon on College premises or at College sponsored activities.

Weapon means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for the purpose of offense or defense.

6.00 HAZING

All rites and ceremonies of induction, initiation, or orientation into college life or into the life of any college groups which tend to occasion or allow physical or mental suffering.

(See ***Appendix B*** for a complete definition of *hazing*.)

7.00 ALCOHOLIC BEVERAGES

.01 Consumption, possession, or transportation of alcoholic beverages on College premises or at College sponsored activities by any student under legal age.

.02 Consumption of alcoholic beverages on College premises or at College sponsored activities, except in rooms occupied by students in residence halls or when authorized at social functions in designated areas.

.03 Furnishing alcoholic beverages to any student under legal age on College premises or at College sponsored activities.

.04 Open display of alcoholic beverages on campus other than in approved areas during authorized functions.

.05 Being in an intoxicated condition on College premises or at College sponsored activities as made manifest by disorderly, obscene, or indecent conduct or appearance.

.06 Driving under the influence of alcohol on or near the campus.

.07 Concealment of alcoholic beverages for the purpose of bringing them into a College sponsored activity.

(In relation to this section, see the alcoholic beverage policy in the ***Rights and Responsibilities*** section of the student handbook.)

8.00 DRUGS

.01 Unauthorized manufacture, distribution or possession for purposes of distribution of any controlled substance or illegal drug on College premises or at College sponsored activities.

.02 Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College sponsored activities.

9.00 FIRE AND OTHER EMERGENCIES

.01 Intentionally initiating or causing to be initiated any false report or warning of fire, explosion or other emergency on College premises or at College sponsored activities.

.02 Tampering with, misusing, or damaging fire safety equipment.

.03 Intentionally setting or causing to be set any unauthorized fire on College premises or at College sponsored activities.

.04 The unauthorized possession, sale, furnishing or use of any incendiary device on College premises or at College sponsored activities.

10.00 EXPLOSIVES/FIREWORKS

Possession, use, furnishing or sale of explosives on College premises or at College sponsored activities, including the unauthorized use or possession of fireworks.

11.00 THEFT

.01 Theft of property or of services (such as unauthorized use of long distance service or a meal ticket) on College premises or at College sponsored activities, including keeping in one's possession items of stolen, lost or mislaid property.

.02 Selling a book not one's own without written permission of the owner.

12.00 MISUSE OF PROPERTY

Damaging, destroying, removing or otherwise misusing property belonging to the College or another person on College premises or at College sponsored activities.

13.00 FORGERY AND FALSE INFORMATION

.01 Forgery, unauthorized alteration, or unauthorized use of any College document.

.02 Intentionally furnishing false information to the College.

14.00 IDENTIFICATION CARDS

.01 Altering, or transferring to another, a WGC student identification card or meal ticket.

.02 Misuse of a WGC student identification card, meal card, or any other form of identification on College premises or at College sponsored activities.

.03 Failure to present and surrender a student identification card when it is requested by College officials, including Public Safety personnel and residence hall staff, acting in the performance of their duties.

15.00 SMOKING

Smoking in any academic building or in other posted areas.

16.00 LITTERING

Disposing of any form of litter on College premises or at College sponsored activities other than in designated receptacles.

17.00 ANIMALS

Bringing into College buildings any animal, except for those needed to assist handicapped persons or those required for research or class experiments or presentations.

18.00 UNAUTHORIZED USE OF COLLEGE FACILITIES

.01 Unauthorized presence in or use of College premises, facilities or property; remaining without authorization in any College facility after normal closing hours.

.02 Unauthorized use of any College service.

.03 Unauthorized use, duplication, or possession of College keys.

.04 Making reservations to use College space in the student's name with the intention of use by outside groups or organizations.

19.00 MISUSE OF THE COLLEGE NAME

Unauthorized use of the College's name, seal, logo, mascot or any other words or symbols implying affiliation with the College.

20.00 SOLICITATION

Unauthorized solicitation or selling on College premises or at College sponsored activities.

(See the College policy governing advertising, solicitation, and selling.)

21.00 INSTITUTIONAL PROCEDURES

.01 Failure to pay fees, charges, and fines within the specified time.

.02 Failure to maintain one's current local address with the Registrar.

.03 Failure to respond to and cooperate with College officials in the carrying out of disciplinary procedures.

.04 Violating the terms of any disciplinary sanction imposed in accordance with this code.

22.00 RESIDENCE HALL REGULATIONS

Violation of policies and procedures published by the Office of Residence Life.

23.00 MOTOR VEHICLE REGULATIONS

Violation of campus motor vehicle regulations and the traffic code published by the Department of Public Safety.

24.00 OTHER PUBLISHED COLLEGE REGULATIONS

Violation of College regulations or policies, as approved and published by various units of the College. These include the College policy prohibiting sexual harassment and

policies administered by the Student Activities Office regarding the use of College facilities, vehicles and amplification equipment, as well as campus demonstrations.

25.00 JOINT RESPONSIBILITY FOR MISCONDUCT

Encouraging others, or conspiring or cooperating with others, in the violation of College rules and regulations.

Standards of Due Process
Students subject to expulsion, suspension, or disciplinary removal from campus housing will be afforded an opportunity to have a hearing with the Student Judicial Commission or a college official. Students subject to less severe sanctions will have an informal disciplinary conference.

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations, and decisions shall be based upon the preponderance of all available evidence in each case. Disciplinary hearings are not legalistic proceedings, and formal rules of evidence do not apply.

Violations of Law and Disciplinary Regulations
Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and of this code. Disciplinary action at the College will normally proceed regardless of the status of criminal proceedings.

Interpretation of Regulations
Disciplinary regulations at the College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority
The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation
Students are asked to assume positions of responsibility in the College judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the College administration and in the Board of Regents.

Parental Notification
Students are expected to notify their parents or guardians of their referral to the discipline system. College officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the student's parents or guardian of the discipline case.

Advisors
Defendants or complainants participating in a disciplinary hearing may be accompanied by an advisor, who may be an attorney. Those who will be accompanied by an attorney must so inform the appropriate office in writing at least two business days prior to the scheduled date of the hearing. Attorneys will participate only as advisors to their clients. Advisors may not appear in lieu of student participants.

Case Referrals
Any person may refer a student suspected of violating this code to the judicial system. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to participate in proceedings conducted to resolve the case.

All complaints of alleged violations by students shall be made in writing to the Office of Student Services or the Office of Residence Life. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

DISCIPLINARY PROCEDURES

When a student is charged with violation of conduct regulations, disposition of the student's case shall follow the procedures outlined below.

1. Staff members in the Offices of Student Services or Residence Life will review case referrals and determine the disciplinary charges to be filed. If they determine at any point during the development of a case that the alleged misconduct might result in expulsion, suspension, or disciplinary removal from College housing, the student defendants shall be afforded the opportunity for a hearing. All other cases shall be resolved through informal disciplinary conferences.
2. Students shall be notified in writing of their alleged misconduct and scheduled for a conference to discuss the alleged violations. They shall be apprised of the complaint and the nature of evidence against them, and they shall be asked to plead guilty or not guilty to the charges.
3. Students subject to expulsion, suspension, or disciplinary removal from College housing shall be given a choice as to how they wish their cases to be resolved. They may elect to have a hearing before a college official or the Student Judicial Commission, or they may waive a hearing and elect to have their case settled through an informal disciplinary conference. If they waive their right to a hearing, the full range of sanctions authorized by this code may be imposed.
4. Students subject to or electing to participate in an informal disciplinary conference, which will be conducted by a member of the Residence Life or Student Services staffs, are accorded the following procedural protections:
   a. Written notice of charges prior to the scheduled conference.
   b. An explanation of the evidence against them.
   c. An opportunity to respond to evidence against them and to produce evidence on their behalf.
   d. The right to request administrative review of their case at the next highest level if the sanction includes disciplinary probation.
5. Student defendants in disciplinary hearings are assured the following procedural safeguards:

a. Adequate written notice of the hearing and the specific charges against them.

b. The right to produce evidence, call and question witnesses, raise questions as to the procedure, or remain silent.

c. The right to be present at the hearing without academic action resulting from class absence.

d. The right to have an advisor present.

e. The right of access to an audio tape recording or written summary of the proceedings, which will be made available at the student's expense if requested at least twenty-four hours before the hearing.

f. The right to appeal disciplinary decisions of suspension or expulsion.

g. The right to attend classes and have access to College facilities until the hearing process is completed. An exception may be made in the case of an interim suspension.

6. Decisions reached by the Judicial Commission shall be communicated in writing as recommendations to the Vice President for Student Services or a designee. The hearing body will specify the verdict, recommended sanctions, and the rationale for its decision.

7. Students shall be notified in writing of outcomes in the discipline system.

RESOLUTION OF DISCIPLINE CASES

Disciplinary proceedings as provided in this code may be held in the following ways:

DISCIPLINARY CONFERENCES - Informal disciplinary conferences will be conducted by the Vice President for Student Services or a designee to resolve cases not referred to a hearing. In complex or contested cases, the administrator may solicit the opinion of a conference panel to be appointed by the administrator.

STUDENT JUDICIAL HEARINGS - When student defendants choose this option (in cases which may result in expulsion, suspension, or disciplinary removal from campus housing), the Student Judicial Commission conducts disciplinary hearings. The Commission, consisting of 5 to 7 students, recommends outcomes to the Vice President for Student Services or a designee.

ADMINISTRATIVE HEARINGS - When student defendants choose this option (in cases which may result in expulsion, suspension, or disciplinary removal from campus housing),the Vice President for Student Services or a designee conducts disciplinary hearings.

AD HOC BOARDS - Such boards may be appointed by the Vice President for Student Services or a designee when the Judicial Commission is unable to obtain a quorum or is otherwise unable to hear cases in a timely manner. Each ad hoc board shall be composed of three members, including at least one student. Ad hoc boards recommend outcomes to the Vice President for Student Services or the designee.

HEARING PROCEDURES

The following procedural guidelines shall be applicable in disciplinary hearings:

(a) Unless waived by the student, defendants shall be given two days' notice of their hearing date, with extensions possible in extenuating circumstances. They shall be apprised of the evidence and the names of the witnesses expected to be present.

(b) The Vice President for Student Services or a designee may summon witnesses to appear at hearings. College students and employees are expected to comply with summons issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal College activities.

(c) Defendants who fail to appear after proper notice will have their cases heard in absentia.

(d) Hearings will be closed to the public, except for members of the defendant's or complainant's families, who may be admitted at the discretion of the presiding officer.

(e) The presiding officer shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the defendant, who disrupts a hearing or who fails to adhere to the rulings of the presiding officer or judicial advisor may be excluded from the proceedings.

(f) Hearings may be tape recorded. If a recording is not made, the decision of the commission or board must include a summary of the testimony.

(g) Any party may challenge a commission/board member on the grounds of personal bias. Members may be disqualified upon majority vote of the remaining members of the panel, conducted by secret ballot, or by the Vice President for Student Services or a judicial advisor.

(h) Prospective witnesses, other than the complainant, the defendant and any College staff member who is responsible for the investigation of the case, may be excluded from the hearing during the testimony of other witnesses. All parties except panel members and judicial advisors shall be excluded during deliberations of the panel.

(i) Formal rules of evidence shall not be applicable in disciplinary proceedings. The presiding officer shall admit into evidence any information or testimony deemed relevant to the proceeding. Unduly repetitious or irrelevant evidence may be excluded. Disciplinary outcomes shall be based on a preponderance of all available evidence.

(j) Defendants and complainants shall be accorded an opportunity to question witnesses and to challenge evidence.

(k) Affidavits shall not be admitted into evidence unless signed by the affiant

and witnessed by a College employee, or by a person approved by the Vice President for Student Services or a designee.

(l) Judicial advisors are members of the Student Services staff appointed by the Vice President for Student Services. They may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conduct of hearings. Advisors will be accorded all the privileges of commission/board members, but shall not vote. Advisors are responsible to the Vice President for Student Services and shall not be excluded from hearings or deliberations of the panel.

(m) A determination of guilt shall call for further deliberation to arrive at a recommendation regarding sanctions to be imposed. The disciplinary record of the defendant shall be made available to the panel after a determination of guilt.

(n) Final decisions of all judicial panels shall be by majority vote and shall be accompanied by a brief written opinion.

DISCIPLINARY SANCTIONS

One or more of the following sanctions may be imposed for violations of the Student Conduct Code.

1. EXPULSION: permanent separation of the student from the College. The student will be barred from College premises.
2. SUSPENSION: separation of the student from the College for a specified period of time. The student shall not participate in any College sponsored activity and may be barred from College premises.
3. INDEFINITE SUSPENSION: separation of the student from the College for an indefinite period of time with two conditions: (1) the student may not return before a specified date and (2) readmission is not automatic. The student shall not participate in any College sponsored activity and may be barred from College premises.
4. DISCIPLINARY PROBATION: notice to the student that any further violations of college rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in College activities or entry into certain College facilities.
5. DISCIPLINARY WARNING: notice to the student that further misconduct may result in more severe disciplinary action.
6. RESTITUTION: the student is required to make payment to the College or to other persons or groups for damages incurred as a result of a violation of this code.
7. FORCED WITHDRAWAL: from the academic course within which an offense occurred without credit for the course.
8. CHANGE IN GRADE: with the concurrence of the instructor for the course in which an academic irregularity occurred.
9. OTHER SANCTIONS: other sanctions may be imposed instead of or in addition to those specified above. For example, students may be subject to dismissal from College housing for disciplinary violations which occur in the residence halls. Likewise, students may be subject to restrictions upon driving privileges for disciplinary violations involving the use or registration of motor vehicles. Educational, service, or research projects and work also may be assigned.

Georgia law and policies of the Board of Regents of the University System of Georgia specify that students convicted of felony offenses involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall forfeit academic credit and be suspended or permanently expelled from the College.

Repeated or aggravated violations of this conduct code may result in expulsion or suspension.

INTERIM SUSPENSION

The Vice President for Student Services or a designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the student or to others or to the stability and continuance of normal College functions.

A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Services or a designee within five business days from the effective date of the interim suspension. A hearing shall then be held on the following issues only:

(a) the reliability of the information concerning the student's conduct;

(b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal College functions.

APPEALS

Any disciplinary determination resulting in expulsion or suspension may be appealed by the defendant to the President. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Services within five business days of the date of the letter notifying the defendant of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

Written requests for appeals must be specific and detailed as to the nature and substance of the defendant's complaint and must clearly indicate what action is requested. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by

the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

If the original decision in the case was not rendered by the Vice President for Student Services, the Vice President shall consider the appeal and give a decision in lieu of the President. If the student is dissatisfied with the decision of the Vice President, the student may request in writing that the President consider the appeal, but such a request must be made within two business days or the Vice President's decision will be considered final and conclusive.

The President may appoint a committee or utilize the services of an existing committee to review the case and make a recommendation regarding the appeal. The President's decision shall be final so far as the institution is concerned.

Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board are available in the Office of the Vice President for Student Services. The decision of the Board shall be final and binding for all purposes.

STUDENT ORGANIZATIONS

Student organizations may be charged with violations of this code. (The term *organization* means a number of people who have complied with College requirements for registration.) A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of its leaders, officers, or spokespersons.

The officers or leaders or any identifiable spokespersons for a student organization may be directed by the Vice President for Student Services or a designee to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in its behalf. Failure to make reasonable efforts to comply with the Vice President's directive shall be considered a violation of this code, both by the officers, leaders or spokespersons for the organization and by the organization itself.

Disciplinary action directed toward student organizations shall be afforded according to procedures published by the Office of Student Activities and distributed annually to all registered student organizations. Individuals charged with conduct code violations arising out of their affiliation with student organizations shall have their cases settled according to the procedures outlined in this conduct code.

When in the opinion of the Vice President for Student Services it is desirable to settle all related charges against an organization and individuals in a common hearing setting, the Vice President may refer the matter to an ad hoc board for a hearing and recommended outcome or, if all the individuals charged agree, to an administrative hearing.

Appendix B

COLLEGE HAZING POLICY

All rites, ceremonies or practices of initiation or orientation into college life, or into the life or membership or any college group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at West Georgia College.

Any rites of induction, practices, ceremonies, or behaviors which tend to occasion, require or allow mental or physical suffering are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of West Georgia College as well as local, state, and national laws shall supersede those polices of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new or trial members will be considered covert coercion even if the activity is said to be "Voluntary."

Several specific actions or practices that are considered to be hazing are:

(1) Paddling in any form

(2) Physical and psychological shocks

(3) Performance producing excessive fatigue, physical exhaustion, or physical injury

(4) Performances that are hazardous or dangerous in any way

(5) Tasks of personal servitude

(6) Physical disfigurements (temporary or permanent)

(7) Wearing or displaying of improper apparel or other articles in public.

(8) Nudity in public

(9) Any morally degrading or humiliating games or other activities

(10) Any late work sessions or meeting which interfere with scholastic activities or requirements

(11) Loud noises or other activities which disturb the neighborhood

(12) Activities or actions that require or include theft

(13) Any action which brings the reputation of the group or organization into public disfavor or disrepute.

IMPLEMENTATION

Each and every organization has the responsibility for informing its membership, both old and new,of any important college policies including those on hazing. All West Georgia College organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Student Activities Office staff members will assist in the proper implementation of these policies.

Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations to be held responsible in the event these policies are violated. Violations may result in college disciplinary action and/or legal action through the courts. College disciplinary action may include the withdrawal of college recognition from offending organizations through a due process hearing.

NOTE: These policies apply to interest groups, pledges, associate member classes, and generally any activity associated with any student organization recognized by the college.

Each organization must file with the Student Activities Office by October 15 of each year a signed copy of the College Hazing Policy. If a copy is not filed by October 15, college disciplinary action may be taken.

Appendix C

POLICY FOR VICTIMS OF SEXUAL ASSAULTS

In 1991 the Higher Education Act of 1965 was amended with the requirement that colleges and universities develop and implement a policy to address the rights of victims of sexual assaults on campuses. It has been the policy and practice of West Georgia College to provide an environment that is sensitive and responsive to victims of sexual assaults. In accordance with the provisions of the act, West Georgia College has established a policy for students, employees, and others who may become victims of such assaults on its campuses. Victims are entitled to the following rights:

1. To have sexual assaults treated with seriousness.
2. To be treated with dignity.
3. To have sexual assaults investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of college personnel in notifying the proper authorities.
5. To be free from any kind of pressure by college personnel not to report crimes, or to report crimes as lesser offenses than the victims perceive.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the institution permits to the accused and to be notified of the outcome of such proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assaults in legal proceedings.
8. To be made aware of, and assisted in exercising, options regarding mandatory testing of sexual assault suspects for communicable diseases and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the college or from other victim-service agencies.
10. To be protected by campus personnel to the extent reasonably feasible from unnecessary or unwanted contact with alleged assailants.

Campus organizations that assist victims of sexual assaults shall be granted the privileges afforded all organizations registered on campus.

Appendix D

CIVIL RIGHTS GRIEVANCE PROCEDURES FOR STUDENTS

Any student who believes that he or she has been discriminated against because of race, creed, color, sex, national origin, religion, age, veteran status, or handicapped status and who wishes to file a complaint should follow these steps:

1. Discuss the grievance with the dean or director under whose jurisdiction the alleged behavior occurred. This administrative head will as soon as possible consult with those involved and attempt to resolve the student's grievance.
2. If the matter is not resolved satisfactorily at this level, the student may present a written statement to the vice president (or comparable administrative head) under whose jurisdiction the matter falls, clearly delineating the grievance and supplying appropriate documentation. The vice president will also ask the administrative head who originally reviewed the grievance to present a written statement to justify the action taken.

   Upon receipt of the written documentation, the vice president will review the grievance in consultation, if necessary, with the people involved and with the college's Affirmative Action Officer. The vice president may choose to refer the grievance to a committee to review the case for a recommended outcome.
3. If the matter is not resolved satisfactorily at this level, the student may appeal further in writing to the President of the College, who will review all relevant documents and may consult with those who can provide useful information.
4. If the matter is not resolved satisfactorily by the President, the aggrieved student may, within ten days after the President's decision, appeal in writing to the Board of Regents of the University System of Georgia, citing all reasons for dissatisfaction with the previous decision. (See Appendix J for a more complete statement regarding appeals to the Board of Regents.)

Appendix E

PROCEDURES IN APPEALS ON GRADES

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. A grade originally assigned may be changed only with the consent of the faculty member responsible for the grade, unless the change is made for process reasons only.

A student who feels that the grade he/she received in the class is arbitrary or unfair is entitled to a hearing before an impartial committee of the faculty. However, before appealing to the committee, the student should exhaust all administrative remedies through the department chairmen and appropriate deans. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall govern such hearings:

1. The hearing committee shall be a subcommittee of the Faculty Senate Committee on Academic Policies and Procedures. The subcommittee shall be composed of those faculty members who constitute its regular membership. No member of the subcommittee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. Both the student and faculty member shall be present during the hearings (except when the committee deliberates its decision). Each shall be given opportunity to present his/her case and to refute the case presented by the other.
3. The burden of proof of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. All matters upon which the decision will be based must be introduced during the proceedings before the subcommittee. The decision shall be based solely upon such matters.
5. Upon finding for the student, the subcommittee will in each instance attempt to counsel the faculty member to voluntarily redress the grievance. In the event such counseling is ineffective, the committee may recommend disciplinary action against the faculty member to be taken by the appropriate administrative official.

Appendix F

PROCEDURES FOR APPEALS ON UNDERGRADUATE ADMISSION OR READMISSION

The admissions policy of West Georgia College is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the college. A student is considered for admission without regard to race, creed, sex, or national origin. Admission requirements are those stated in the most current issue of the West Georgia College *Catalog.*

Whenever an applicant for admission or readmission to the undergraduate school is denied admission or feels that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure: (Decisions on readmission are made by the Vice President and Dean of Faculties, who has the same responsibilities in readmission cases as does the Director of Admissions in new admission cases.)

1. The applicant shall submit his/her appeal in writing to the Director of Admissions (Vice President). The applicant shall explain the reasons for his/her appeal and enumerate all factors, both personal and academic, which he/she considers to be relevant to the appeal. The Director of Admissions (Vice President) will:

a. reopen consideration on the individual's application on the basis of the additional factors presented by the applicant; or

b. refer the appeal to a subcommittee of the Senate Committee on Academic Policies and Procedures, for recommendation regarding the case to the Director of Admissions (Vice President).

The procedure in this instance is as follows:

(1) The applicant shall be advised of his/her right to appear in person before the subcommittee;

(2) The applicant appearing before the Committee shall have the right to be assisted by an advisor of his/her choice;

(3) The subcommittee will review all facts and circumstances connected with the case. All matters upon which the decision will be based must be introduced during the proceedings before the subcommittee. The decision shall be based solely upon such matters.

2. Should the applicant be dissatisfied with the Director of Admissions' (Vice President's) decision regarding his/her appeal, he/she shall have the right to further appeal as specified in the Bylaws of the Board of Regents of the University System of Georgia. The procedure in this instance is as follows:

a. Within five days of the decision by the Director of Admissions (Vice President), the applicant shall appeal in writing to the President of the College, but in the case of new admissions the appeal shall be made first to the Vice President for Student Services.

b. In making his decision, the President shall refer to the appeals decision of the subcommittee.

c. After consideration of the Committee's report, the President shall within five days make a decision which shall be final so far as the college is concerned.

d. Should the applicant be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents. Such an appeal shall be submitted to the Executive Secretary of the Board within twenty days after the President's decision and shall recite all reasons for dissatisfaction with the previous decision. The Board or a committee of the Board shall investigate the matter thoroughly and make its decision which shall be final and binding for all purposes.

Appendix G

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

In order to receive financial aid at West Georgia College, students must meet all four academic standards listed below.

1. **Completion of Developmental Studies and/or College Preparatory Curriculum (CPC) Courses in a Timely Manner**
   Students required to enroll in the College's Developmental Studies program and/or to take College Preparatory Curriculum (CPC) courses must complete all work in both areas within an academic year from the date of their initial enrollment in the College. (An academic year is defined as three quarters.) Continued aid depends upon students' completing the above requirements within this period of time.

   Students who do not complete this work within 45 hours of three quarters may become eligible to receive aid in the quarter after all Developmental Studies and CPC requirements are met.

2. **Maintaining Satisfactory Cumulative Grade Point Average**
   During the first six quarters students may receive financial aid provided they are continuing progress toward their degrees (See item 3). At the end of six quarters, students must have at least a 2.0 cumulative grade point average (GPA) to remain eligible to receive aid. All quarters and hours for which students have registered at West Georgia College will be counted in determining the number of hours a student has attempted.

   WARNING: Students who complete 3 quarters with less than 1.8 cumulative GPA may have great difficulty in reaching a 2.0 GPA by the end of 6 quarters.

   Students must continue to maintain at least a 2.0 cumulative GPA in order to receive aid. Students who do not have a satisfactory GPA will not be eligible for aid until their cumulative GPA is at least 2.0. Students who regain eligibility must reapply to receive aid.

3. **Continuing Progress Towards a Degree**
   Students must earn passing grades in at least 80% of all hours for which they are enrolled during the previous academic year in order to remain eligible for aid during the next award year. Grades of A, B, C, D, IP, and S are considered passing; grades of F, WF, I, U, and W are considered unsatisfactory and are not passing for the purpose of this review.

   Students who have lost eligibility for aid under this provision may re-establish their eligibility for future awards by passing at least 12 hours with a GPA of 2.0 or better in their next quarter **at their own expense**. The number of hours required to re-establish eligibility may be prorated for part-time students.

   The Director of Financial Aid may at any time cancel the remainder of a student's award if the director becomes aware that the student is not actively pursuing his or her coursework. Such students shall receive written notice of the cancellation of aid and will have the opportunity to request reinstatement of aid through written appeal.

4. **Completing Degree Requirements Within Specific Time Limits**
   Students are expected to complete their programs of study within a reasonable period of time and may not receive financial aid after attempting the maximum number of hours or quarters for their degree program as indicated on the chart which follows. These limits do not include Developmental Studies and College Preparatory Curriculum courses.

   Affected students will lose their eligibility for aid following the quarter in which they reach or exceed the maximum number of hours or quarters allowed.

Degree Program	Maximum Number of Hours Allowed	Maximum Number of Quarters Allowed
90 hour Associate Degree	115	7
101 hour Associate Degree (Nursing)	130	8
196 hour Bachelor's Degree	245	15
45-50 hour Master's Degree	60	6
60 hour Master's Degree	75	8
45 hour Specialist Degree	60	6

APPEALS

Students who have been notified that they no longer meet academic requirements for receiving financial aid have twenty-one days from the date of their notification letter to appeal in writing. To complete the appeals procedure, students must obtain an appeal form available in the Financial Aid Office and submit any supporting documentation with the completed form.

Appeals are reviewed on a preliminary basis by the Financial Aid Appeals Committee consisting of three staff members in the Financial Aid Office, including the Director of Financial Aid as chair. Appeals which receive a positive response on this level are acted upon by the Director of Financial Aid. Others are referred to the Financial Aid Review Board, consisting of three members, one from Admissions, one from Business Services, and one from another Student Services Office.

The Review Board meets to consider cases referred by the Financial Aid Appeals Committee. The Director of Financial Aid or another member of the Financial Aid staff meets with the Review Board to explain financial aid policy and to interpret items in the students' financial aid file. The Review Board makes recommendations to the Vice President for Student Services or his designee, who issues a final decision to the student regarding his or her appeal.

Appendix H

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records. In accordance with the Act, students at West Georgia College have the following rights:

1. The right to inspect and review their own education records covered by the Act.
2. The right to challenge (seek correction of) the contents of these records
3. The right to a formal hearing, if necessary, for a fair consideration of such a challenge
4. The right to place an explanatory note in their record in the event that a challenge of contents is unsuccessful
5. The right to control, with certain exception, the disclosure of the contents of their records
6. The right to be informed of the existence and availability of the institutional policy covering FERPA rights
7. The right to report violations of FERPA legislation to the U.S. Department of Education.

TYPES OF EDUCATIONAL RECORDS

West Georgia College maintains the following "education records" as defined by the Act.

Record	Person to Contact
1. Admission record or Student File	Registrar (The Director of Admissions or the Dean of the Graduate School may interpret items pertaining to admission in the Student File)
2. Permanent academic record (transcript)	Registrar
3. Academic Advisement record	Faculty Advisor
4. Admission to Teacher Education record	Dean of the School of Education
5. Student Teaching	Director of Field of Experiences
6. Academic or administrative department record	Appropriate department chairperson or administrator
7. Discipline record	Associate Dean of Student Services
8. Financial Aid record	Director of Financial Aid
9. Placement record	Director of Placement and Cooperative Education
10. Personal counseling record	Assistant Dean of Student Services for Student Development
11. Medical record	Director of Health Services
12. Financial record	Director of Fiscal Affairs

PROCEDURES FOR INSPECTION AND REVIEW

A student who wishes to inspect and review his/her education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official will respond within 45 days of the request by sending the student a copy to the requested record or arranging an appointment for the student to review the requested record.

Copies of education records, with certain exceptions, may be obtained by the student at the cost of $.10 per page. Copies of a student's permanent academic record (transcript) will be provided at the cost of $1.00. The college reserves the right to deny a copy of an educational record for which a financial "hold" exists or a transcript of an original source document which exists elsewhere.

RECORDS NOT AVAILABLE TO STUDENTS

West Georgia College will not permit access to the following types of information:

1. Financial information submitted by parents
2. Confidential letters of recommendation submitted prior to January 1, 1975
3. Confidential letters and recommendations to which a student has waived the right of inspection
4. Any part of a record pertaining to another student
5. Information specifically excluded under the Act's definition of "education records:" records maintained by a college employee only for that person's own use, student employee records, alumni records,student medical and counseling records (may be personally reviewed by a physician or other appropriate professional of the student's choosing), records maintained by the Department of Public Safety for law enforcement purposes.

RELEASE OF INFORMATION

West Georgia College will not permit access to or release of any personally identifiable information without the written consent of the student except in the following circumstances:

1. A student's education records may be released without consent to officials within the college with "legitimate educational interest"

   School officials are those college employees with general or specific responsibility for promoting the educational objectives of the institution and include, but are not limited to, teachers, faculty advisors, counselors, administrators, sponsors of clubs and organizations, members (including students and alumni) of official college committees, and clerical personnel employed to assist college officials in discharging professional responsibilities.

   Legitimate educational interests are defined as those interests which are essential to the general process of higher education. Legitimate educational interests include, but are not limited to, teaching, research,

public service, academic advising, counseling, discipline, job placement, financial assistance, and medical services. In addition, the college officially recognizes appropriate co-curricular activities which are generally supportive of the overall goals of the institution, including such activities as varsity and intramural sports, social fraternities and sororities, special interest clubs, and student government.

2. College officials may provide "directory information" concerning an individual student. This information includes name, address, telephone number; date and place of birth; height and weight of members of athletic teams; major field of study; participation in athletics and student activities; dates of attendance; degrees, awards and honors; and the most recent institution attended. Directory information is generally available for release unless a student specifically requests in writing that this information not be released. This request must be submitted in writing to the Registrar's Office by October 1 annually.

3. The institution may also release personally identifiable information contained in a student's record to the following: officials of other institutions in which a student seeks to enroll; government officials seeking information in connection with audit and evaluation of federal and state supported education programs; persons and organizations providing student financial aid; persons or organizations conducting research for the development of tests, administration of financial aid, or the improvement of instruction; accrediting agencies; parents of dependent students as defined by Internal Revenue Code of 1954, Section 152 (except medical and counseling records); persons in an emergency in order to protect the health and safety of the student or of others; persons in compliance with a judicial order or subpoena.

In order to gain access to their dependent student's records, parents must execute a notarized affidavit, obtained from the Registrar, and may be required to furnish certified copies of their latest income tax return(s). The Registrar or other responsible college official will in each case make a reasonable attempt to notify the student of the disclosure.

In the processing of discipline cases college officials may feel they should contact the parents or guardian of a student accused of Conduct Code violations. In such cases, or when a student has been arrested, college officials will assume, unless they are notified to the contrary, that the student is dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the parents or guardian of the disciplinary action or the arrest.

The college offices maintaining education records shall keep a record of all parties requesting or obtaining access to a student's record (except in case or requests by student for access to his/her own record, by school officials, by parties with specific written consent of the student, or by parties requesting directory information).

PROCEDURES FOR CHALLENGING THE CONTENTS OF AN AN EDUCATION RECORD

A student may challenge the contents of an education record which he/she considers to be inaccurate or misleading. A student shall initiate a challenge by submitting a written request to the custodian of the particular record in question who shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this procedure, the student may request a formal hearing by writing to the Chairperson of the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures in care of the Vice-President for Academic Affairs. A student requesting a hearing will be notified in writing of the date, place and time of his/her hearing. At the hearing the student may present evidence in support of his/her request and may be assisted by an advisor. Decisions of the hearing panel are final. If the decision of the hearing board is unsatisfactory to the student, he/she may place in the education records his/her own statement commenting on the information contained in the record and setting forth any reason for disagreeing with the decision of the hearing panel.

A student may waive any of his/her FERPA rights including the release of his/her education records by providing written consent. Such consent must be signed and dated by the student and specify the exact purpose of the waiver or release.

Copies of this policy are available in the Offices of the Registrar and the Dean of Student Services, and the policy is published annually in The *Uncatalog*, the student handbook. Students have the right to file a complaint with the Department of Education concerning alleged failure of the college to comply with the requirements of the Act.

Appendix I

CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The library registration and circulation records of the Irvine Sullivan Ingram Library are confidential. Registration records include any information the library requires the faculty, staff, students and special borrowers to provide in order to become eligible to borrow materials. Circulation records include all information which identifies a faculty or staff member, student or special borrower as borrowing particular materials. Except in accordance with proper judicial order and with permission of the designated administrative officer(s) of West Georgia College, no person shall make known in any manner any information contained in such records unless written permission from the borrower is given.

Nothing in this statement, however, shall prevent the use of such records by authorized Library personnel in the performance of his or her routine duties.

Appendix J

PROCEDURES FOR APPEALS IN CASES OF ACADEMIC DISHONESTY

Traditionally educational institutions have established and maintained their academic environment by setting forth high standards of scholarship and personal conduct for all members of the academic community. Corollary procedures are established to deal with those situations where these standards have been breached.* Our concern here is with cases involving alleged academic dishonesty (cheating, plagiarism, and falsification of academic records).

It is assumed that most cases will be directly related to the classroom and an individual professor. It is further assumed that the professor will take appropriate corrective measures.** A hearing process is available to formally review student complaints about these corrective actions if no satisfaction is realized through normal administrative appeal procedures (department chairman, dean of school, Vice President and Dean of Faculties).

In order to guarantee fairness and proper procedural safeguards for all concerned, the committee shall be guided by the following procedures when reviewing an appeals case:

1. The hearing committee shall be a subcommittee of the Faculty Senate Committee on Academic Policies and Procedures. No member of the subcommittee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. The subcommittee will hear the case only if the student has exhausted all administrative remedies through department chairmen, appropriate school dean, and Vice President and Dean of Faculties.
3. The student shall be given written advanced notification of the time and the place of the hearing.
4. The student appearing before the subcommittee shall have the right to be assisted by an advisor of his/her choice.
5. The burden of proof shall rest upon the officials or faculty member who originated the action against the student.
6. The student shall have the opportunity to testify and to present evidence and witnesses in his/her behalf. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the subcommittee consider statements against him/her unless he/she has been advised of their content and the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
7. All matters upon which the decision will be based must be introduced into evidence at the proceeding before the subcommittee. The decision shall be based solely upon such matters.
8. In the absence of a transcript, a tape recording of the hearing shall be made. The department or office originating the case shall provide tapes for the recording.
9. The decision and recommendation(s) of the committee will be submitted in writing to the Vice President and Dean of Faculties.

*See the Student Conduct Code, "2. Academic Dishonesty."

**If preferred, the professor may refer the case in writing to the Office of the Vice President for Student Services for processing through the discipline system of the college, in which case a decision regarding the matter will be rendered through the discipline system, and the appeal procedures specified in the College's "Disciplinary Procedures" will apply.

Appendix K

APPEALS TO THE BOARD OF REGENTS

Any person in the University System for whom no other appeal is provided, and who is aggrieved by a final decision of the President of an institution, may apply to the Board of Regents, without prejudice to his position, for a review of the decision, except that the Board will not accept or consider appeals based on academic grades. In such matters the decision of the President shall be final and binding for all purposes.

The application for review of the matter under appeal shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board.

If the application for review is granted, the Board, or a committee of the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report their findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

Appendix L

POLICY GOVERNING OUTDOOR SPEECHES, DEMONSTRATIONS, DISTRIBUTION OF WRITTEN MATERIAL AND MARCHES

No rights are more highly regarded at West Georgia College than the First Amendment guarantees of freedom of speech, freedom of expression and the right to assemble peaceably. West Georgia College remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time insuring that the College fulfills its educational mission, the College has the responsibility to regulate the time, place and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve College property and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

A. **SPEECHES AND DEMONSTRATIONS.** The open areas designated for speeches and demonstrations are the Quad and outside the Student Center, Library and Food Service Building. Use of these areas will be approved through the Student Activities Office acting on behalf of the Vice President for Student Services. Individuals and groups may use these areas between 9:00 a.m. and 9:00 p.m., Monday - Friday, when school is in session for speaking, demonstrating and other forms of expression. A request for use of these areas must be made forty-eight hours in advance of the event. All structures, signs and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.

B. **DISTRIBUTION OF WRITTEN MATERIAL.** Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis on the Quad and outside the Student Center, Library and the Food Service Building between the hours of 9:00 a.m. - 9:00 p.m., Monday - Friday, when school is in session. In accordance with the College Posting Policy, handbills cannot be placed on cars. Tables must be reserved forty-eight hours in advance with the Office of Student Activities. The College maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

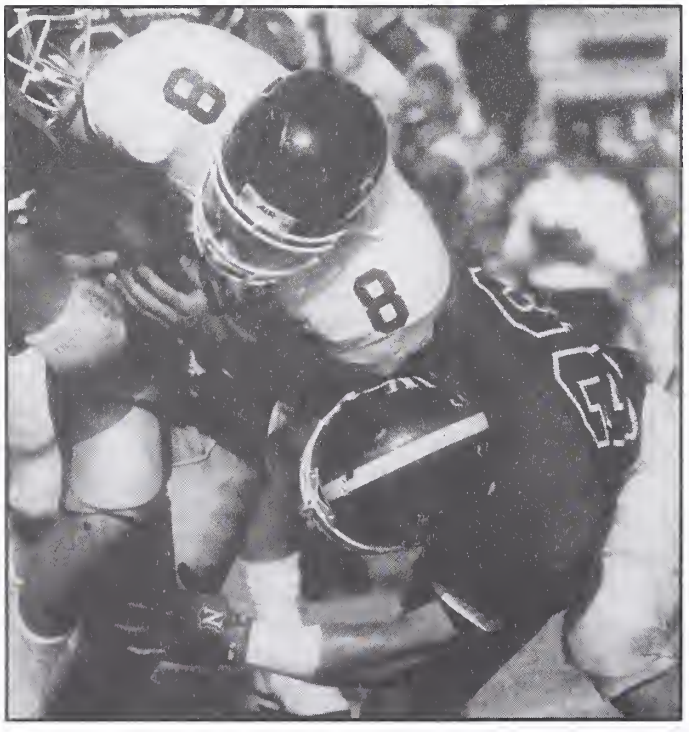
C. **MARCHES.** Marches may take place on streets and sidewalks of the campus and community between the hours of 10:00 a.m. and 4:00 p.m., Monday - Friday, when school is in session. Plans for an event of this nature must be approved by the Vice President for Student Services, City of Carrollton, and WGC Public Safety Office forty-eight hours in advance. Limitations may be placed on the time, place and manner of such an event in order to serve the interests of safety, prevent disruption of the

educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.

D. **PROVISIONS.** In order that the persons exercising freedom of expression not interfere with the operation of the College or rights of others the following shall apply without exception to any form of expression.

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved at least forty-eight hours in advance by the Vice President for Student Services.
2. Use of sound amplification on campus is regulated and must be approved at least forty-eight hours in advance by the Vice President for Student Services.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no harassment of passersby or other disruptions of normal activities.
6. There must be no interference with scheduled College ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of property owned or operated by the College or by students, faculty, staff or visitors to the College is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
8. There must be compliance with all applicable state and federal laws and college rules and regulations. Violators will be referred for appropriate legal or disciplinary action.
9. Exceptions to this policy may be appealed to the Vice President for Student Services.

1993-94 Athletic Schedules



1993 LADY BRAVES VOLLEYBALL SCHEDULE

Sept. 17-18	at Wingate Tournament
Sept. 21	at Mercer University
Sept. 23	at Armstrong State/Georgia Southern Tournament
Sept. 24	at Palm Beach Atlantic Tournament
SEPT. 29	**JACKSONVILLE STATE**
OCT. 2	**NORTH ALABAMA***
OCT. 3	**LINCOLN MEMORIAL***
OCT. 5	**LAGRANGE COLLEGE**
Oct. 9	at North Alabama*
Oct. 10	at Alabama-Huntsville*
OCT. 12	**FORT VALLEY**
Oct. 15-16	Conference Crossover Matches* (at UNA)
Oct. 19	at Fort Valley
Oct. 22-23	at Jacksonville State Tournament
Oct. 27	at Montevallo
OCT. 29-30	**LADY BRAVE INVITATIONAL**
Nov. 4	at Jacksonville State
Nov. 6	at Lincoln Memorial*
Nov. 9	at LaGrange College
Nov. 12-13	at Gulf South Conference Tournament

Gulf South Conference matches

1993-94 Athletic Schedules

1993-94 BRAVES BASKETBALL (TENTATIVE)

Nov. 19-20	at North Georgia Tournament
Nov. 23	at Georgia Southwestern
Dec. 4	at Talladega Colege
DEC. 7	**GEORGIA SOUTHWESTERN**
DEC. 13	**CLAYTON STATE**
Dec. 30-31	at Birmingham Southern Tournament
Jan. 8	at Alabama-Huntsville*
Jan. 10	at North Alabama*
JAN. 15	**DELTA STATE***
JAN. 17	**LIVINGSTON***
Jan. 19	at Wofford
JAN. 22	**VALDOSTA STATE***
JAN. 26	**WOFFORD**
Jan. 29	at Columbus College
Jan. 31	at Valdosta State*
Feb. 5	at Lincoln Memorial*
FEB. 7	**TALLADEGA COLLEGE**
FEB. 9	**COLUMBUS COLLEGE**
Feb. 12	at Delta State*
Feb. 14	at Livingston*
FEB. 19	**ALABAMA-HUNTSVILLE***
FEB. 21	**LINCOLN MEMORIAL***
FEB. 26	**NORTH ALABAMA***
Feb. 28	at Tuskegee

Gulf South Conference game
Note: all games broadcast over WWGC-FM, 90.7

1993 BRAVES FOOTBALL

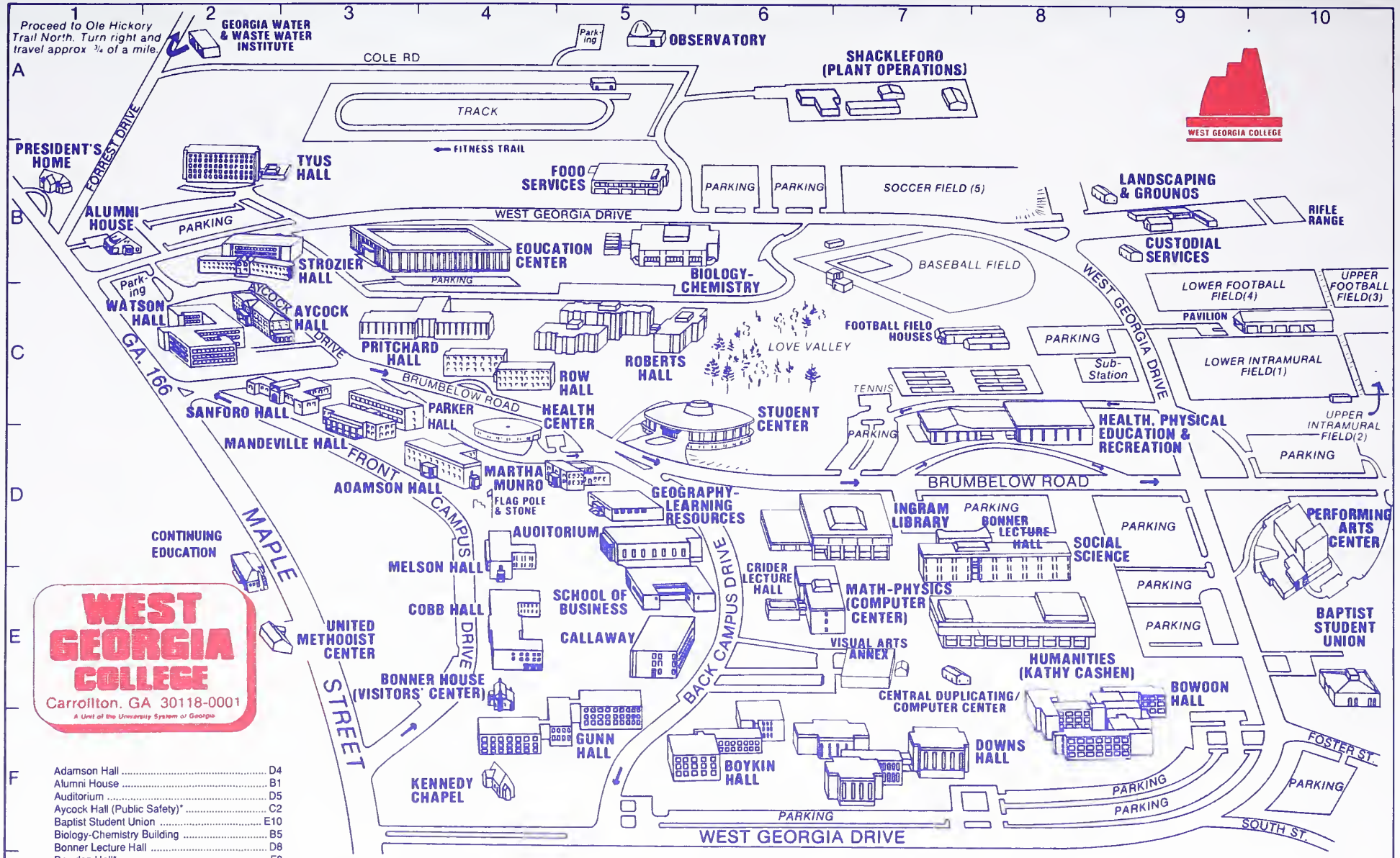
Sept. 4	at Elon College	7:00 p.m.
Sept. 11	at Tennessee-Martin	8:00 p.m.
SEPT. 18	**ALBANY STATE COLLEGE**	**1:30 p.m.**
SEPT. 25	**CENTRAL ARKANSAS***	**7:00 p.m.**
OCT. 2	**HARDING UNIVERSITY**	**1:30 p.m.**
Oct. 9	at Livingston University*	7:00 p.m.
OCT. 16	**VALDOSTA STATE***	**7:00 p.m.**
Oct. 23	Open	
Oct. 30	at Mississippi College*	7:00 p.m.
NOV. 6	**DELTA STATE*+**	**1:30 p.m.**
Nov. 13	at North Alabama*	2:00 p.m.

Gulf South Conference game
+Homecoming
Note: all games broadcast over WWGC-FM, 90.7

1993-94 LADY BRAVES BASKETBALL (TENTATIVE)

NOV. 27	**COLUMBUS COLLEGE**
NOV. 30	**MILES COLLEGE**
DEC. 3	**CLARK ATLANTA**
Dec. 10-11	at Georgia Collegiate Tournament
Dec. 14	at West Florida
Jan. 2-3	at Barry University Invitational
JAN. 6	**PORTLAND STATE**
Jan. 8	at Alabama-Huntsville*
Jan. 10	at North Alabama*
JAN. 15	**DELTA STATE***
JAN. 17	**LIVINGSTON***
Jan. 20	at Clark Atlanta
Jan. 22	at Valdosta State*
JAN. 24	**JACKSONVILLE STATE**
JAN. 29	**WEST FLORIDA**
JAN. 31	**VALDOSTA STATE***
Feb. 5	at Lincoln Memorial*
Feb. 12	at Delta State*
Feb. 14	at Livingston*
FEB. 19	**ALABAMA-HUNTSVILLE***
FEB. 21	**LINCOLN MEMORIAL***
Feb. 23	at Fort Valley
FEB. 26	**NORTH ALABAMA***
Feb. 28	at Jacksonville State

*Gulf South Conference game



- Adamson Hall D4
- Alumni House B1
- Auditorium D5
- Aycock Hall (Public Safety)* C2
- Baptist Student Union E10
- Biology-Chemistry Building B5
- Bonner Lecture Hall D8
- Bowdon Hall* F8
- Boykin Hall* F6
- Callaway Building (Geology) E5
- Central Duplication E7
  Computing Center
- Cobb Hall* E4
- Continuing Education E2
- Crider Lecture Hall D6
- Custodial Services B9
- Downs Hall F7
- Education Center B3,4
  (School of Education)
- Fitness Trail B4
- Food Services Building B5
- Football Fieldhouse C7
- Geography-Learning Resources Center D5
- Georgia Water & Waste ..... See A1,2
  Water Institute
- Gunn Hall* F4,5
- Health, Physical Education D7,8
  and Recreation Building
- Health Center C4
- Humanities Building (Kathy Cashen Hall) E7,8
- Kennedy Chapel F4
- Landscaping & Grounds B9
- Library (Ingram) D6
- Mandeville Hall (Student Services, ... D3
  Admissions, Financial Aid, Residence
  Life, Graduate School)
- Martha Munro Building D5
- Math-Physics Building (Computer Center) E6
- Melson Hall (Fiscal Affairs, ... D4
  School of Arts & Sciences)
- Observatory A5
- Parker Hall C4
- Performing Arts Center D9
- President's Home B1
- Pritchard Hall* C3,4
- Roberts Hall* C5
- Row Hall* C4
- Sanford Hall (President and Vice President) C2,3
- School of Business Building E5
- Shackleford Building (Plant Operations) A6,7
- Social Science Building D8
- Strozier Hall and Annex B2
- Student Center (Student Activities, ... C5,6
  Post Office, Bookstore, Student
  Offices)
- Thomas Bonner House E4
  (Visitor's Center, Public Relations)
- Tyus Hall* B2
- United Methodist Center D2
- Visual Arts Annex E7
- Watson Hall* C2

*Residence Halls